

Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

2012

Online Reporting System User Manual

Disclaimer

The guidance in this document is correct as at the date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

This manual does not cover the content of individual returns. Users should continue to refer to the published division specific materials for return completion guidance.

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1. Introduction

1.1 Purpose of this User Manual

This User Manual provides instructional support and guidance to Authorised Firm Personnel who use the Online Reporting System (*hereinafter* the ONR or the System) to submit or view their Regulatory Returns.

The manual focuses on access, navigation, use and management of the system.

This manual does not cover the content of individual returns or the definitions of fields within returns. Users should continue to refer to the published Guidance for completing specific returns.

1.2 User Support

All Business and System related Online Reporting queries and requests should be submitted to the Central Bank using the Instructions available in section 5 of this User Manual.

1.3 Online Reporting System- New Features

Self-Service Password Reset, Section 4.4 there is no need to contact the Central Bank; a user can reset their own password. It is a quicker and more convenient method of doing so.

Submit Queries and My Requests, Section 5.1 this new function allows entities to submit questions to the Central Bank via an online query form. The form is easily accessible on the Home Page of the Online Reporting System.

Returns Reminders and Acknowledgements, Section 6.1 allows entities to set reminders for the firm as well as for each individual return type.

Delegation, Section 7.1, The Firm/ System Administrator may delegate a fund regulatory return filing to either a Fund administrator or a Funds legal advisor. The delegation options are limited to these two service provider types.

2. The Online Reporting System

2.1 About the System

The Online Reporting System is a web-based application through which authorised entities are required to submit their Regulatory Returns.

2.1.2 Minimum System Requirements

The Online Reporting System may be accessed using the following Internet browsers:

- Internet Explorer v6.0 (or later)
- Mozilla Firefox v2.0 (or later)
- Apple Safari
- Google Chrome

The Online Reporting System allows returns to be exported to spreadsheet applications.

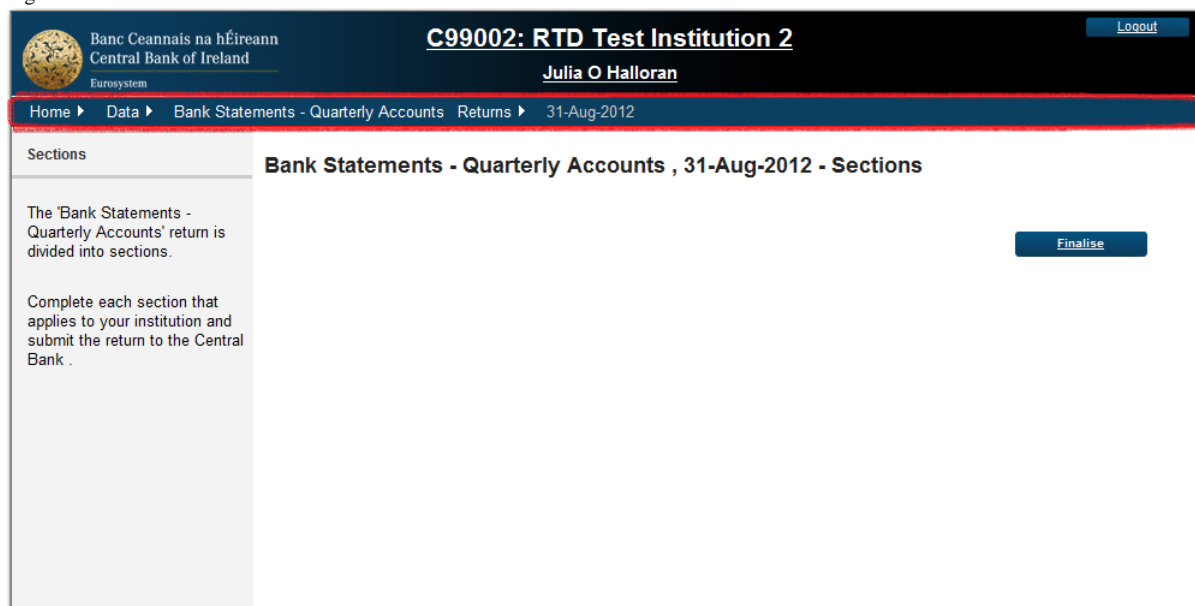
2.1.3 Navigation

Use the menu across the top of the system pages to navigate through the Online Reporting System.

This menu is highlighted in red in Figure 2 below.

The menu provides links back to each previous page the user navigated through to get to the current page.

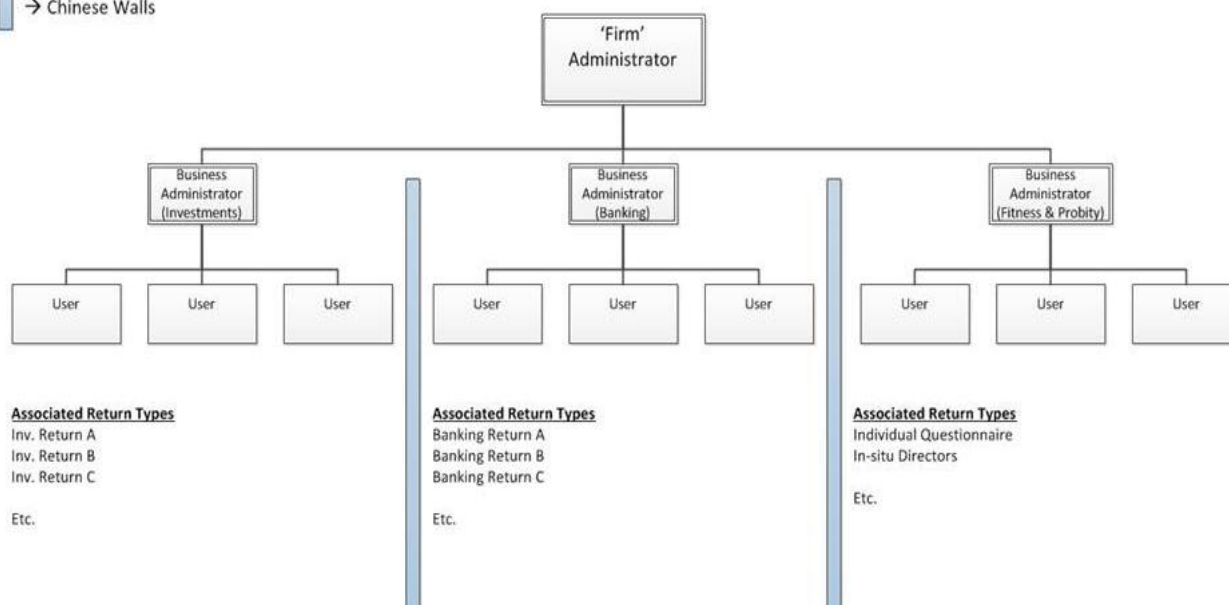
Fig 2



2.3 System Accounts

Fig 2.1

→ Chinese Walls



There are three different types of system account:

- Firm/System Administrator
- Business Administrator
- User

2.3.1 Firm/ System Administrator Accounts¹

- The Firm/System Administrator will automatically have unconditional access to all returns applicable to the entity. This includes Fitness & Probity Returns (IQs) which may contain confidential and highly sensitive information.
- The Firm/System Administrator can add, modify or remove existing Business Administrator(s) and User(s) profile(s) to/from the ONR and add or delete the IQ

¹ Please note that some Institutions do not have Firm/ System Administrators. Where this occurs please refer to divisional specific guidance notes on Administrators.

return type to individual Business Administrator(s) and User(s) profile(s) as required, without contacting the Central Bank.

- Each entity shall have one Firm/System Administrator account, unless separate approval has been provided by the Central Bank.
- The Firm/System Administrator may set up and manage Business Administrator accounts and User accounts for the Entity (i.e. notifying login details and resetting passwords, when necessary). They may also set the profiles to provide the ability to view, create, submit and/or amend returns and delegate (For Funds), depending on the roles assigned.
- The Central Bank will notify the Firm/System Administrator directly of their login details (institution code, login name and password) after initial setup of the Entity on the ONR.²
- If the Firm/System Administrator changes, the Institution must notify the Central Bank immediately via the 'Submit a Request' process.³

2.3.2 Business Administrator Accounts

- Business Administrator accounts are primarily in place for larger financial institutions with multiple divisions, where a 'Chinese Wall'⁴ structure is required to restrict transfer of sensitive information between divisions within the firm.
- The primary difference between Business Administrator and Firm/System Administrator accounts is that the Business Administrator(s) **does not automatically have access to all returns**. The Business Administrator will be **assigned** their ONR account profile and **roles by the Firm/System Administrator**.
- Where the Firm/System Administrator has given responsibility and access to do so, the Business Administrator account can create, edit or delete other Business Administrator accounts and other User accounts. The functions assigned may include set up and management of other accounts, notification of login details, resetting passwords, setting profiles to provide the ability to view, create, submit and/or amend returns.

2.3.3 User Accounts

- The User will have the ability to view, edit and amend returns, as determined by the roles assigned to them.
- User accounts are administered by the Firm/System Administrator or Business Administrator. They may set up one or more User accounts for the firm.

² See logging in for the first time at Section 2.4.1

³ Please see section 5 for further detail on submitting requests.

⁴ As defined in Chapter 12 of the [Consumer Protection Code 2012](#).

- The User account cannot create or edit other User accounts.

2.4 Logging In

2.4.1 Logging in for the First Time

- The Online Reporting System will require all Administrator(s) and User(s) to change their password when logging into the system for the *first* time. See figures 2.2 and 2.3 below.
- The Firm/System Administrator will be prompted to enter the temporary password as issued to them by the Central Bank in ‘Enter Old Password’.
- The Firm/System Administrator must then create a new password.
- Once satisfied with the new password, select **Change**.(Fig 2.3 refers)

Fig 2.2 Login Screen where initial firm credentials are inputted as provided by the Central Bank to the Firm/System Administrator.

Online Reporting System

Login to Online Reporting

Institution Code:

Login Name:

Password:

Login

Enter Login Details and click Login

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

Fig 2.3 Displays Initial Login Screen when Logging in for the *first time*.

Change Password

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[What is a strong password?](#)

[Central Bank Website](#)

Change Your Password

You must change your password now as you have not updated your password in 6 months.

Enter Old Password*:

Enter New Password*:

Confirm New Password*:

[What is a strong password?](#)

[Change](#) [Cancel](#)


- The end user is responsible for keeping their details secure.
- ONR Administrators and Users should refer to Section 4.4 on ‘*Self Service Password Reset*’ and Section 4.5 on ‘*Reset a Password for another users account*’ for further information on password functionality.

Fig 2.4 shows a screen display where a Password is successfully changed.

Change Your Password

Your password has been successfully changed.

Please click the button below in order to define your secret questions.

 **Edit Password Secret Questions**
Edit your secret questions stored on the system.

- Click the **'Edit Password Secret Questions'** button to proceed.
- Your Password Secret Question page appears (Fig 2.5 refers). You must provide answers to at least 3 of the 5 questions below. Then click **'Save'**. Once this is complete you will be brought to the home screen.

Fig 2.5 Screen displaying secret password questions

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Eurosystem

C99002: RTD Test Institution 2
Julia O'Halloran

Home ▶ Administration ▶ Password Secret Questions

Password Secret Questions

You must provide answers to at least 3 of the 5 questions displayed.

These questions will be required when you are using the Self-Service Password Reset Facility.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Your Secret Password Questions

Your secret questions have not been answered yet or some of them have expired.

You must provide answers to at least 3 of the 5 questions below.
Please note that you cannot see your previous answers for security reasons.

What was the name of your primary school?
Answer:

What is your mother's maiden name?
Answer:

What was the make and model of your first car?
Answer:

What is the name of your favourite pet?
Answer:

What is the name of your hometown newspaper?
Answer:

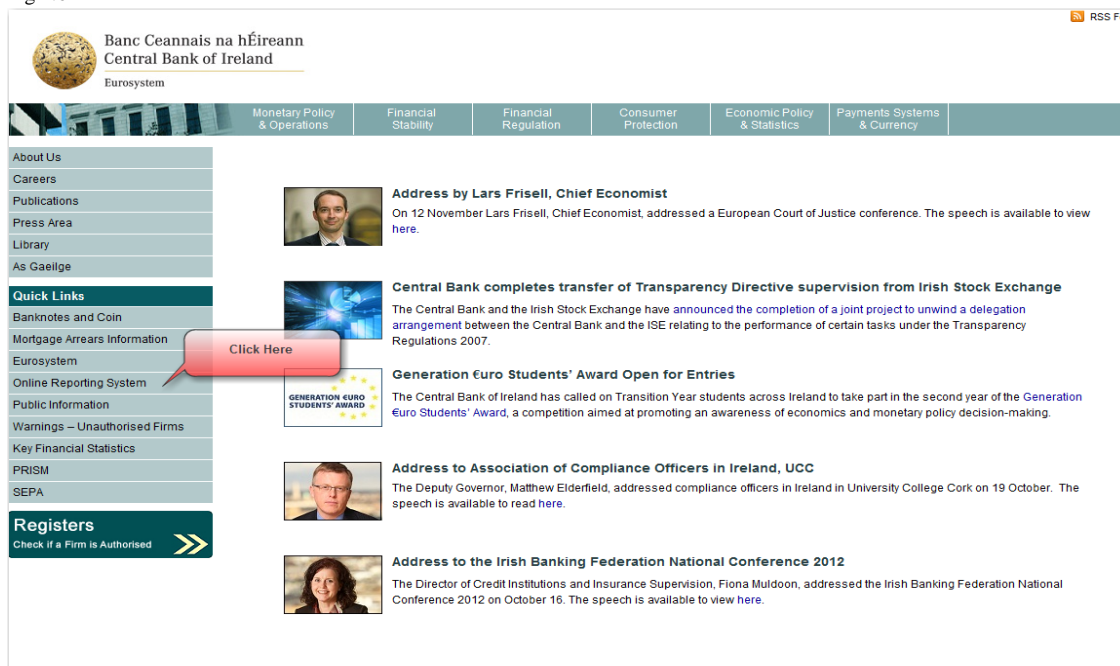
Save

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2.4.2 Logging in - Business as Usual

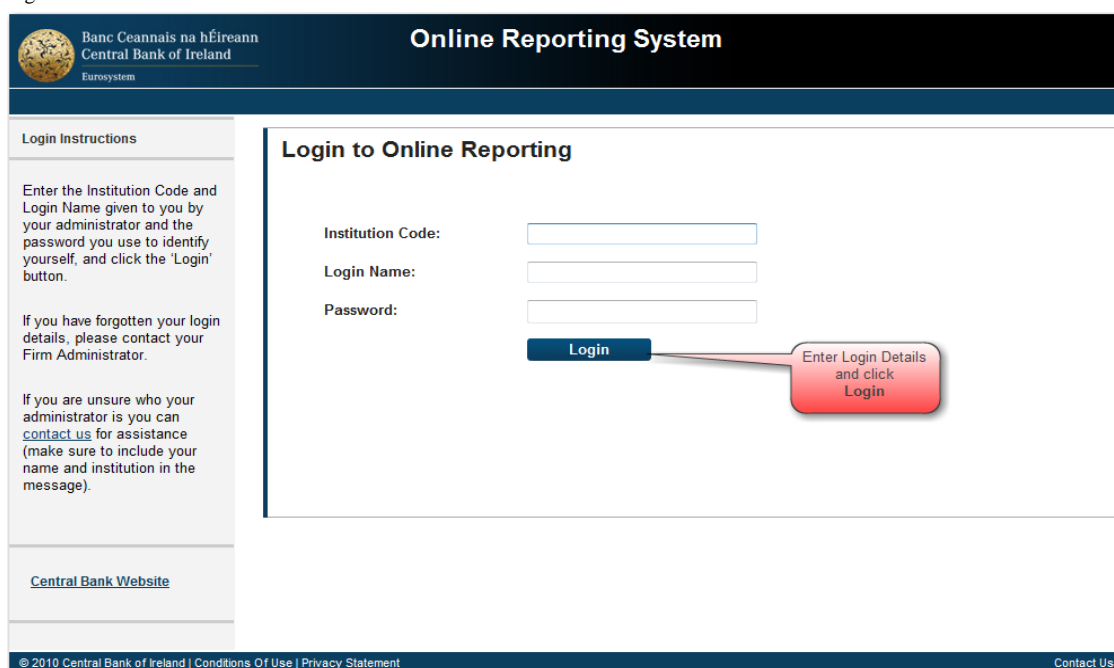
- Open a web browser and enter the address www.centralbank.ie
- Click the **Online Reporting System** button –see Figure 2.6.

Fig 2.6



- The Login screen of the Online Reporting page appears. Enter your login details and click **Login**. (Fig 2.7 refers)

Fig 2.7



- The Home page appears- see figure 2.8. Throughout the manual, reference will be made to the Home page. It is the key point of reference when beginning any task on the ONR.

Fig 2.8

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Eurosystem

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Julia O Halloran

[Logout](#)

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Requests
View my requests

Manage User Accounts
Setup new users, reset their passwords, etc.

New Messages

01-Nov-2011
Guidance Notes updated [\[more\]](#)

[Go to Message Archive >>](#)

Tasks

OVERDUE [Cover Pages \(Consolidated\) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.](#)

OVERDUE [Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.](#)

OVERDUE [Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.](#)

OVERDUE [Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.](#)

- Figure 2.9 displays what a Fund System Administrator will see when logging on to the Online Reporting System.

Fig 2.9

Home

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

[Central Bank Website](#)

View / Edit Data
View or edit return data

Delegate Return Submission
Configure who has responsibility for submission of returns

Administration
Configure how your Institution uses the system.

Change Password
Change the password you use to log in.

Messages
View user messages

Manage User Accounts
Setup new users, reset their passwords, etc.

2.4.3 Login Errors

2.4.3.1 Incorrect login details

- Login details are **case sensitive** (Figure 2.10 refers)

Fig 2.10

The screenshot displays the 'Online Reporting System' login interface. On the left, a sidebar contains 'Login Instructions' and a 'Central Bank Website' link. The main area is titled 'Login to Online Reporting' and features input fields for 'Institution Code' (C99002), 'Login Name' (johalloran), and 'Password' (masked with dots). A 'Login' button is positioned below the password field. A red error message at the bottom states: 'The system could not log you in as the details you entered are incorrect.' A red speech bubble on the right contains the text: 'Error message where login credentials are incorrect. Please note that the credentials are case sensitive'.

2.4.3.2 Logging in from different locations

- ‘The system could not log you in as you are already logged in from another location’ (Figure 2.11 refers)
- You are not allowed to log into the ONR from 2 computers or from two separate tabs in your browser at the same time.
- Ensure that you are logged off from all locations.
- Wait a half an hour and retry again.

Fig 2.11

Online Reporting System

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

Login to Online Reporting

Institution Code:

Login Name:

Password:

Login

The system could not log you in as you are already logged in from another location.

Central Bank Website

2.4.3.3 HTTP 400 - Bad Error Request

- This error occurs where the login attempted is deemed a security threat. (Figure 2.12 refers)
- Disable any add-ons on your web browser.
- Use a direct URL <https://onlinereporting.cbfsai.ie/Login?ReturnUrl=%2f> and save to your favourites.

Fig 2.12

Central Bank system support.'"/>

HTTP 400 - Bad Request

Access Denied

The page you have requested is not valid. Access to the website is denied.

If you would like further assistance with this issue, please contact us on (01) 224 6000 or e-mail please contact [Central Bank system support](#).

2.4.4 Inactivity

Users will be logged out of the system after 20 minutes of inactivity.⁵

2.4.5 Logging Out

Fig 2.13



- Always click the *Logout* button to securely leave the Online Reporting System. (Figure 2.13 refers)
- Please note that the Funds screen will contain '*Delegate Return Submission*' button as per Figure 2.9

⁵ Please refer to Section 2.4 on best practice for logging in and logging out.

2.5 Tasks

- Tasks are displayed at the bottom of the *Home page*, alerting the User to take an action on a specific return. (See Figure 2.14) (See Figure 2.9 for Funds)

Fig 2.14

Home Page

From here, you can perform any of the actions shown opposite.

Messages about the system and industry reporting requirements are displayed on the right of this page. Click on a message to see its full text.

The Task List at the bottom of the page shows what you need to do now.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

View / Edit Data
View or edit return data

Administration
Configure how your Institution uses the system.

My Profile
View or update the information the system stores about you.

Messages
View user messages

Requests
View my requests

Manage User Accounts
Setup new users, reset their passwords, etc.

New Messages
01-Nov-2011
Guidance Notes updated [\[more\]](#)
[Go to Message Archive >>](#)

Tasks

OVERDUE	Cover Pages (Consolidated) return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted last month.
OVERDUE	Funding Return return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 3 weeks ago.
OVERDUE	Bank Statements return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.
OVERDUE	Bank Statements - Quarterly Accounts return for 31-Aug-2012 is late and needs to be completed. This return should have been submitted 2 weeks ago.

Click on the task list to open a task.

Status and Due Date of returns is displayed on the left

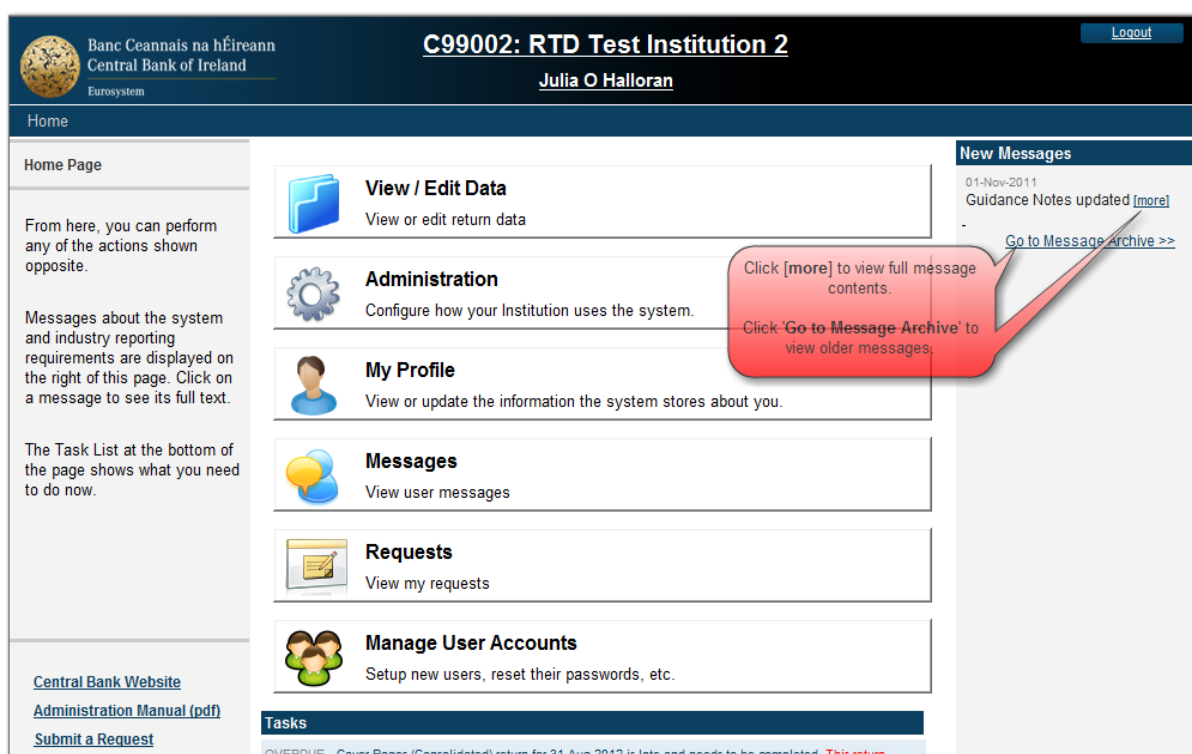
- There are 3 types of tasks
 - Due
 - Overdue
 - Revised (when the return is unlocked)
- Only one task is displayed per return
- The task link opens the page for the associated return.

2.6 New Messages

2.6.1 View New Messages

- The Online Reporting System includes a *New Messages* facility to notify entities of general announcements related to Returns or to the Online Reporting System, such as planned Online Reporting System down time or documentation updates.(Figure 2.15)
- *New Messages* are displayed on the right side of the Homepage. The five most recent messages are displayed here; older messages are displayed in the *Message Archive*.
- Click *[more]* (to the right of any message), or click on the message hyperlink to view its contents.

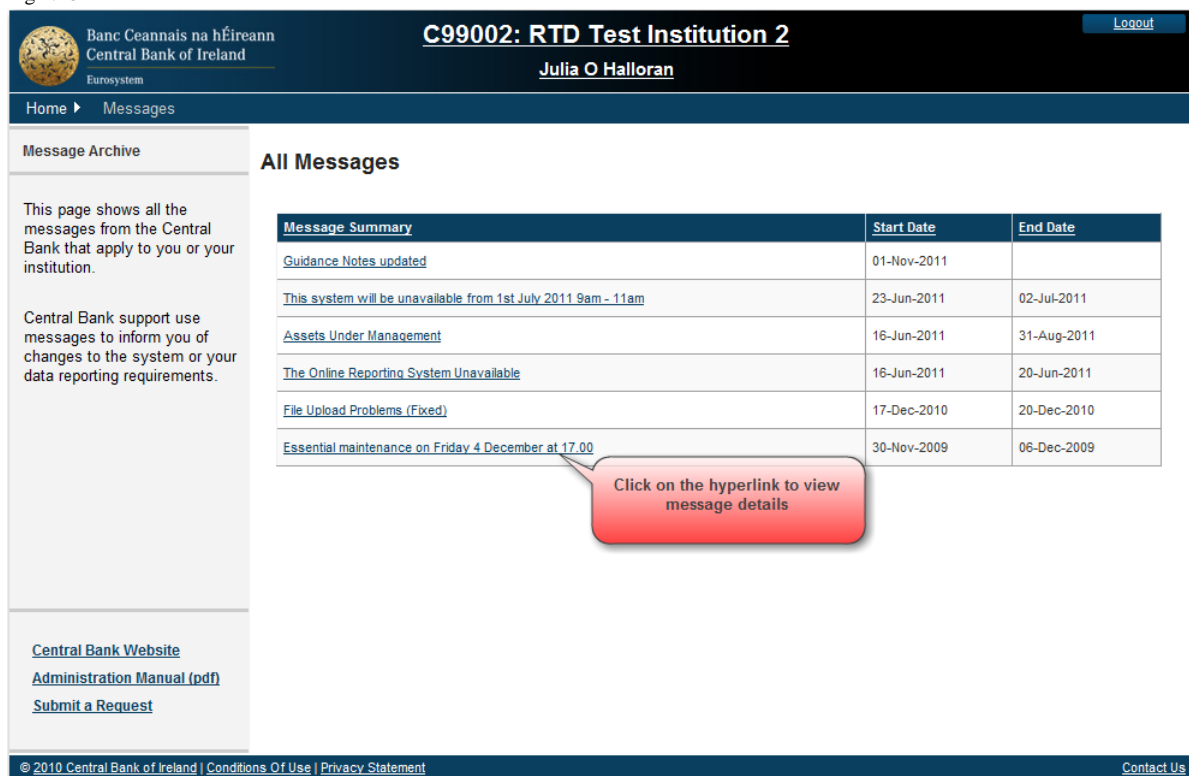
Fig 2.15



2.6.2 View Message Archive

- Click *Go to Message Archive >>* to view older messages. (Figure 2.15 refers) The *All Messages* page appears. Click the title of the message under the *Message Summary* column to view its contents. (Figure 2.16 refers)

Fig 2.16



C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Messages

Message Archive

This page shows all the messages from the Central Bank that apply to you or your institution.

Central Bank support use messages to inform you of changes to the system or your data reporting requirements.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

All Messages

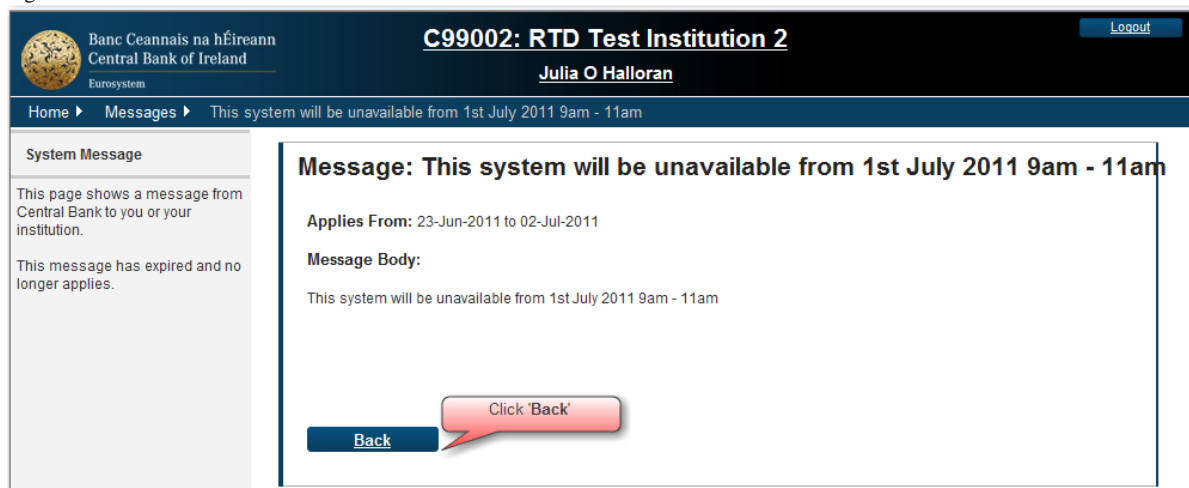
Message Summary	Start Date	End Date
Guidance Notes updated	01-Nov-2011	
This system will be unavailable from 1st July 2011 9am - 11am	23-Jun-2011	02-Jul-2011
Assets Under Management	16-Jun-2011	31-Aug-2011
The Online Reporting System Unavailable	16-Jun-2011	20-Jun-2011
File Upload Problems (Fixed)	17-Dec-2010	20-Dec-2010
Essential maintenance on Friday 4 December at 17.00	30-Nov-2009	06-Dec-2009

Click on the hyperlink to view message details

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- Click *Back* to return to the previous page.

Fig 2.17



C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Messages ▸ This system will be unavailable from 1st July 2011 9am - 11am

System Message

This page shows a message from Central Bank to you or your institution.

This message has expired and no longer applies.

Message: This system will be unavailable from 1st July 2011 9am - 11am

Applies From: 23-Jun-2011 to 02-Jul-2011

Message Body:

This system will be unavailable from 1st July 2011 9am - 11am

Back

Click 'Back'

2.7 Using the System for Reporting Information

2.7.1 Activating a return

Users must firstly 'activate' the return type by clicking the **Edit Data** button.

2.7.2 Drop-down List Boxes

Some fields require the user to select an entry from a drop-down list box. If a suitable entry is not available, please choose the entry **Other**.

2.7.3 Adding and Deleting Rows

The user may add and delete rows to/from data tables by clicking the **Add Row or Delete** links where available.

2.7.4 Reporting Amounts, Rounding and Data Validation

Amounts must be reported and entered into the ONR in thousands of Euro (€'000), unless otherwise stated.

Amounts must be rounded up/down, where required.

Decimals should not be entered for amounts.

Automated data validation may exist for certain report types; however, reporting firms are required to validate reports before submission to the Central Bank.

2.7.5 Scheduled Returns

Scheduled returns occur at periodic times depending on the Institutions reporting obligations and when submissions are due. All returns are set up by the Central Bank of Ireland and do not require any input from Firm/System Administrators.

2.7.6 Ad-hoc Returns

- Ad-hoc return types require that Firm/System Administrators add sections or return instances. Click on the name of the ad-hoc return type. (Figure 2.18 refers)

Fig 2.18 Demonstrates Ad-hoc and Scheduled Returns

Investment Services - Ad Hoc Returns		
Name	Description	
Breach Error and Incident	Breach Error and Incident	?
Changes in Key Personnel & Relevant Documentation	Changes in Key Personnel & Relevant Documentation	?
Inspection Documentation	Inspection Documentation	?
Internal Audits Documentation	Internal Audits Documentation	?
Investment Services - Scheduled Returns		
Name	Description	
Assets Under Management Data	Quarterly Assets Under Management Data Return	?
Bank Statements - Monthly Accounts	Bank Statements - Monthly Accounts	?
Corep Consolidated (Trading Book) - Revision 3	Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3	?
Corep Individual (Trading Book) - Revision 3	Common Solvency Ratio reporting framework, for credit institutions and investment firms Revision 3	?
ICAAP	ICAAP	?
ICCL	ICCL	?
Related party Annual Accounts Upload	Related party Annual Accounts Upload	?

- Then click **View Edit Returns**. This will allow you to input or load data to the system, or view data previously entered. (Figure 2.19 refers)

Fig 2.19

Home ▸ Data ▸ Changes in Key Personnel & Relevant Documentation ▸ Returns

Returns

This page shows all the 'Changes in Key Personnel & Relevant Documentation' returns entered by your institution.

There are outstanding returns which need to be completed and submitted to the Central Bank.

If you need to make a change to a previously submitted return, contact the Central Bank to get the return unlocked.

[Guidance Material](#)
[Submit a Request](#)

Changes in Key Personnel & Relevant Documentation Returns

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated				
18-Nov-2012	Blank	16-Dec-2012	John Smith	22-Nov-2012 (13:12)				
16-Nov-2012	Blank	14-Dec-2012	John Smith	20-Nov-2012 (13:38)				
13-Nov-2012	Blank	11-Dec-2012	John Smith	16-Nov-2012 (16:45)				
09-Nov-2012	SignedOff	07-Dec-2012	Owen Smith	20-Nov-2012 (12:12)				
08-Nov-2012	Finalised	06-Dec-2012	Owen Smith	20-Nov-2012 (12:11)				
01-Nov-2012	Blank	21-Feb-2013	(Central Bank)	07-Nov-2012 (16:37)				

[Add Return](#)

[Add Return](#)

- When scheduling ad-hoc returns such as the Changes in Key Personnel & Relevant Documentation the procedure is that the Reporting Date must be a date in the past (i.e. not Today's Date) and the Submission Due Date must be a date in the future (again, not today's date). Click **add**.(Figure 2.19 refers)

Fig 2.20

Home ▸ Data ▸ Changes in Key Personnel & Relevant Documentation ▸ Returns ▸ Add

Add Return Instance

To create a new (unscheduled) return for this institution, enter the required details and click the 'Add' button.

The 'submission due' date determines how long the institution has to submit the new return.

Reporting Date:

Submission Due Date:

[Add](#) [Cancel](#)

- Figure 2.20 will appear. Click **Add Section**.

Fig 2.21

Home ▸ Data ▸ Changes in Key Personnel & Relevant Documentation ▸ Returns ▸ 18-Nov-2012

Sections

The 'Changes in Key Personnel & Relevant Documentation' return is divided into sections.

Complete each section that applies to your institution and submit the return to the Central Bank.

[Finalise](#) [Add Section](#)

[Add Section](#)

- Select the sections as prompted and click **Add**. (Figure 2.22 refers)

Fig 2.22

- Fig 2.23 demonstrates that the Firm/System Administrator has successfully added the return section or return instance. Click the return name **Changes in Key Personnel and Relevant Documentation**.

Fig 2.23

Section	Status	Required	Last Updated By	Last Updated
Changes In Key Personnel and Relevant Documentation	Blank	Mandatory	John Smith	22-Nov-2012 (13:18)

- Click on **Add File** in figure 2.24 to bring you to figure 2.25.

Fig 2.24

Fig 2.25

Section File Upload

On this page, you can load a file containing 'Changes In Key Personnel and Relevant Documentation' data.

[Guidance Material](#)
[Submit a Request](#)

Load Changes In Key Personnel and Relevant Documentation File

Please enter the Document Identifier:

Select a file and click 'Upload' to upload it to the server:

The file name must take one of the following format(s):

A Microsoft Word 97-2003 (.doc) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution code, YYYYMMDD is the reporting date and ## is a number between 0 and 59.

OR

A Microsoft Word (.docx) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

OR

A Portable Document Format (.pdf) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

OR

An excel document format (.xlsx) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

OR

An excel document format (.xls) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution Code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

Please note the following:
1) The file must be named according to the naming convention above before being uploaded.
2) The file name is case sensitive.

- Select **Browse** to search for your file. It should be saved in the following format;

A Microsoft Word (.docx) document named CCCCCC_YYYYMMDD_Changes-## where CCCCCC is your institution code, YYYYMMDD is the reporting date, and ## is a number between 0 and 59.

For example the following is a correct file/name convention format **C1234_20121218_Changes-01** where the *18th of December is a date in the past and not Today's date.*

- Dual sign off: **The ad hoc return must be both finalised and Signed-Off to be submitted to the Central Bank. Note that these processes cannot be completed by the same person.** Once uploaded select **Finalise**. The Firm/System Administrator or Business Administrator that uploads the file **cannot sign off** the return. **A second user** with Verify or Administrator access to the return type will be required to sign off the return.

2.7.6.1 Ad-hoc Upload for Funds

- Please note **Dual Sign Off** is not a requirement for the submission of fund regulatory returns.

Naming Convention: Umbrella level (figure 2.25 refers)

- **C111111_C222222_YYYYMMDD_FSADOC**
 C111111 is your institution code (firm making the filing)
 C222222 is the code of the Standalone/umbrella fund
 YYYYMMDD is the reporting date
 FSADOC is the file specific name

Fig 2.25 Naming Convention: Umbrella level

The screenshot shows a web browser window with the Central Bank of Ireland's online reporting system. The page title is "C500003: IFFS UCITS #4" and the user is logged in as "Kevin Caden". The breadcrumb trail is: Home > Data > IF Annual Audited Financial Statements > Returns > 20-Mar-2013 > Financial Statements - Annual Documentation > Upload File.

The main content area is titled "Load Financial Statements - Annual Documentation File". It contains the following text:

Select a file and click 'Upload' to upload it to the server:

The file name must take one of the following format(s):

A Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) document named:
 C111111_C222222_YYYYMMDD_FSADOC

C111111 is your Institution Code (firm making the filing).
 C222222 is the code of the standalone/umbrella fund.
 YYYYMMDD is the reporting date.
 FSADOC is the file specific name

Note: Institution Code and umbrella fund code may be the same

Please note the following:
 1) The file must be named according to the naming convention above before being uploaded.
 2) The file name is case sensitive.

At the bottom of the main content area are two buttons: and .

The footer of the page contains the text: © 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement and a [Contact Us](#) link.

Naming Convention; Sub-fund level (Figure 2.26 refers)

- **C111111_C222222_YYYYMMDD_FDIDOC_C333333**
 C111111 is your institution code (firm making the filing)
 C222222 is the code of the Standalone/umbrella fund
 YYYYMMDD is the reporting date
 FDIDOC is the file specific name
 C333333 is the standalone sub-fund

Fig 2.26

Home ▸ Data ▸ Financial Derivative Instruments ▸ Returns ▸ 31-Dec-2012 ▸ Financial Derivative Instrument Documentation ▸ File #000075 ▸

Upload File

Section File Upload

On this page, you can load a file containing 'Financial Derivative Instrument Documentation' data.

[Guidance Material](#)
[Submit a Request](#)

Load Financial Derivative Instrument Documentation File

Select a file and click 'Upload' to upload it to the server:

The file name must take one of the following format(s):

The file name must take one of the following format(s):
 For Documents: Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) / Microsoft Excel 97-2003 (.xls) / Microsoft Excel (.xlsx) documents uploaded must be saved in the following format:

C111111_C222222_YYYYMMDD_FDIDOC_C333333 where:

C111111 is your institution code (firm making the filing)
 C222222 is the code of the standalone/umbrella fund
 YYYYMMDD is the reporting date
 FDIDOC is the file specific name
 C333333 is the standalone sub-fund

Note: Institution Code and Fund Code may be the same.

Please note the following:
 1) The file must be named according to the naming convention above before being uploaded.
 2) The file name is case sensitive.

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Naming Convention; Multiple doc upload (Figure 2.27 refers)

- **C111111_C222222_YYYYMMDD_FSASDOC_01**
 C111111 is your institution code (firm making the filing)
 C222222 is the code of the Standalone/umbrella fund
 YYYYMMDD is the reporting date
 FSASDOC is the file specific name
 01 is a unique numeric suffix

Fig 2.27

Home ▾ Data ▾ IR Annual Audited Financial Statements ▾ Returns ▾ 20-Mar-2013 ▾ Financial Statements - Additional Annual Supporting Documentation ▾

Add Section File

Section File Upload

On this page, you can load a file containing 'Financial Statements - Additional Annual Supporting Documentation' data.

[Guidance Material](#)
[Submit a Request](#)

Load Financial Statements - Additional Annual Supporting Documentation File

Please enter the Document Identifier:

Select a file and click 'Upload' to upload it to the server:

The file name must take one of the following format(s):

A Portable Document Format (.pdf) / Microsoft Word 97-2003 (.doc) / Microsoft Word (.docx) document named:
 C111111_C222222_YYYYMMDD_FSASDOC_01

C111111 is your Institution Code (firm making the filing),
 C222222 is the code of the standalone/umbrella fund,
 YYYYMMDD is the reporting date,
 FSASDOC is the file specific name,
 01 is a unique numeric suffix

Note: Institution Code and umbrella fund code may be the same

Please note the following:
 1) The file must be named according to the naming convention above before being uploaded.
 2) The file name is case sensitive.

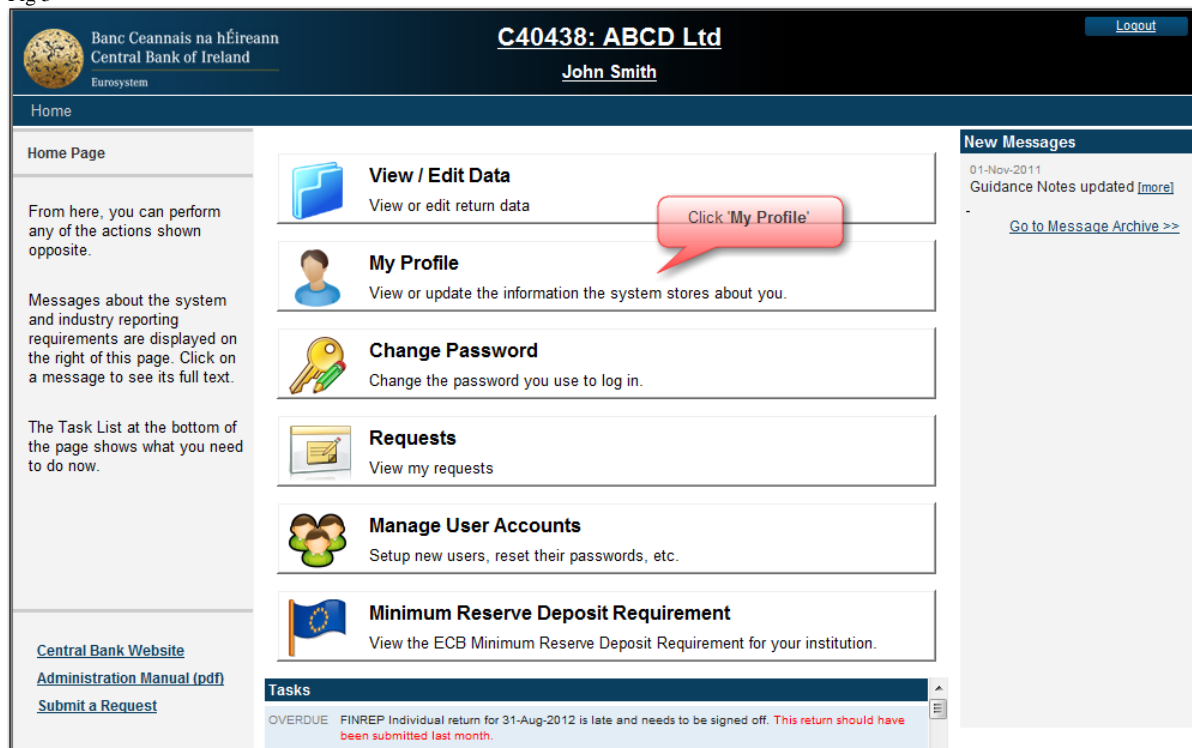
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Done

3. My Profile

3.1 Edit My Profile

Fig 3



- To edit your profile, click on the **My Profile** button on the Home page. (Figure 3)
- The *My Profile* page appears. Click the **Edit Profile** icon located at the bottom left of the page as shown below. (Figure 3.1)
- The *Update My Profile* page appears. Make the required changes to your profile and click **Save**, or click **Cancel** to return to the previous screen without saving any changes.

Fig 3.1

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C99002: RTD Test Institution 2
Julia O'Halloran

Home ▸ Administration ▸ Users ▸ johalloran2

View User

This page shows the information the system stores about 'Julia O'Halloran'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Julia O'Halloran - User Details

Login Name:	johalloran2
Title:	Ms
First Name:	Julia
Surname:	O'Halloran
Email:	julia.ohalloran@centralbank.ie
Telephone:	123456
Job Title:	Bank Officer
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	No
Setup By:	Julia O'Halloran
Setup Date:	09-Nov-2012 (09:52)
Last Login:	09-Nov-2012 (09:55)
Last Password Change:	09-Nov-2012 (09:58)

[Edit Profile](#) [Edit Access](#) [Disable](#) [Reset Password](#)
[Delete User](#)

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Fields that cannot be edited appear in light grey font (e.g. **Login name**).

Fields that must contain a value are marked with an * (asterisk) (e.g. **Title**).

4. Manage User Accounts

4.1 Overview

These functions are available only to Firm /System Administrators and/or Business Administrators, where access has been granted.

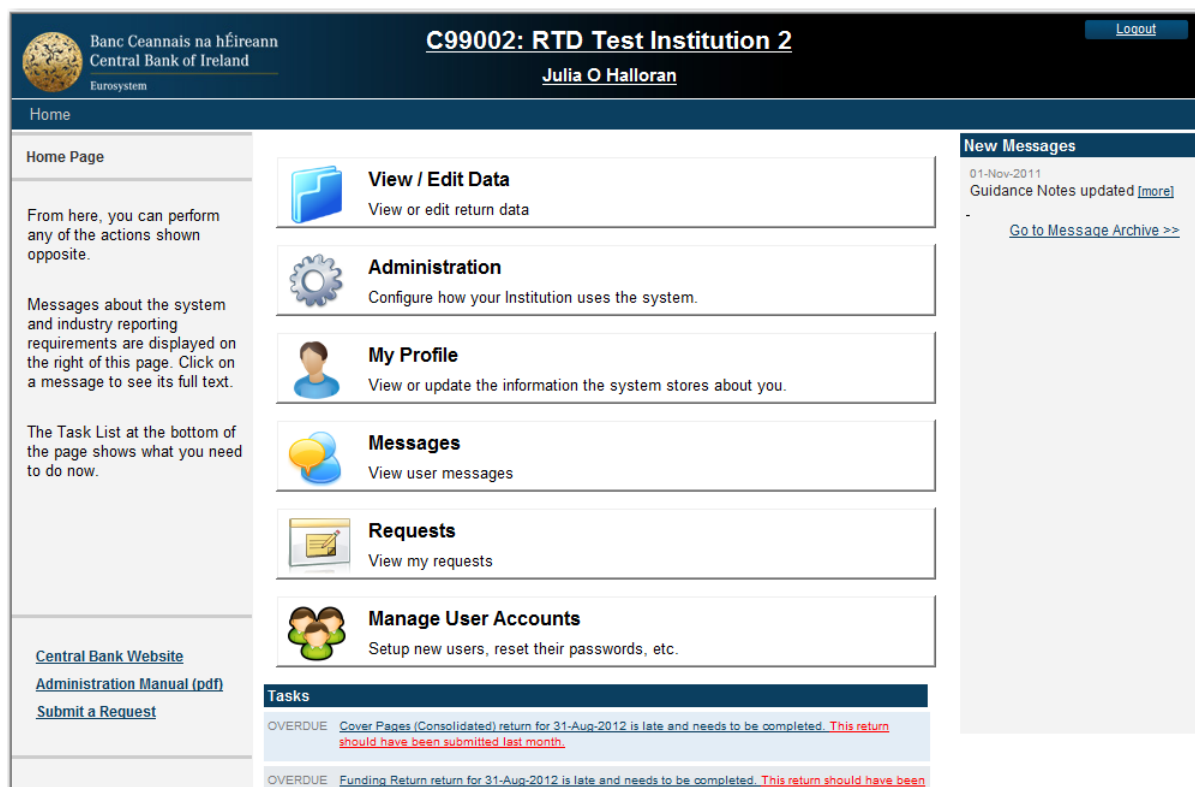
The **Manage User Accounts** function provides the ability to:

- Add a User account
- Edit User access
- Self-Service Password Reset
- Reset a Password for another User's Account
- Disable a User account
- Enable a User account
- Delete a User account

The starting point for all of the above is the Homepage as featured in Figure 4 below.

Please note Funds will also see the '**Delegate a Submission**' Button.

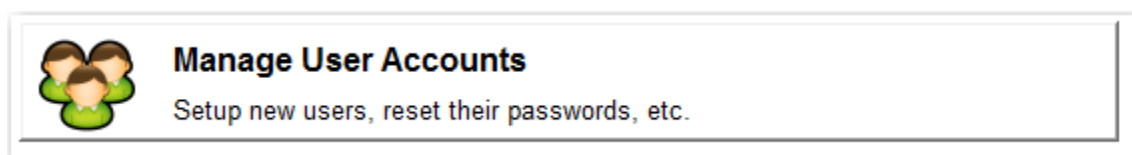
Fig 4



4.2 Add a User Account

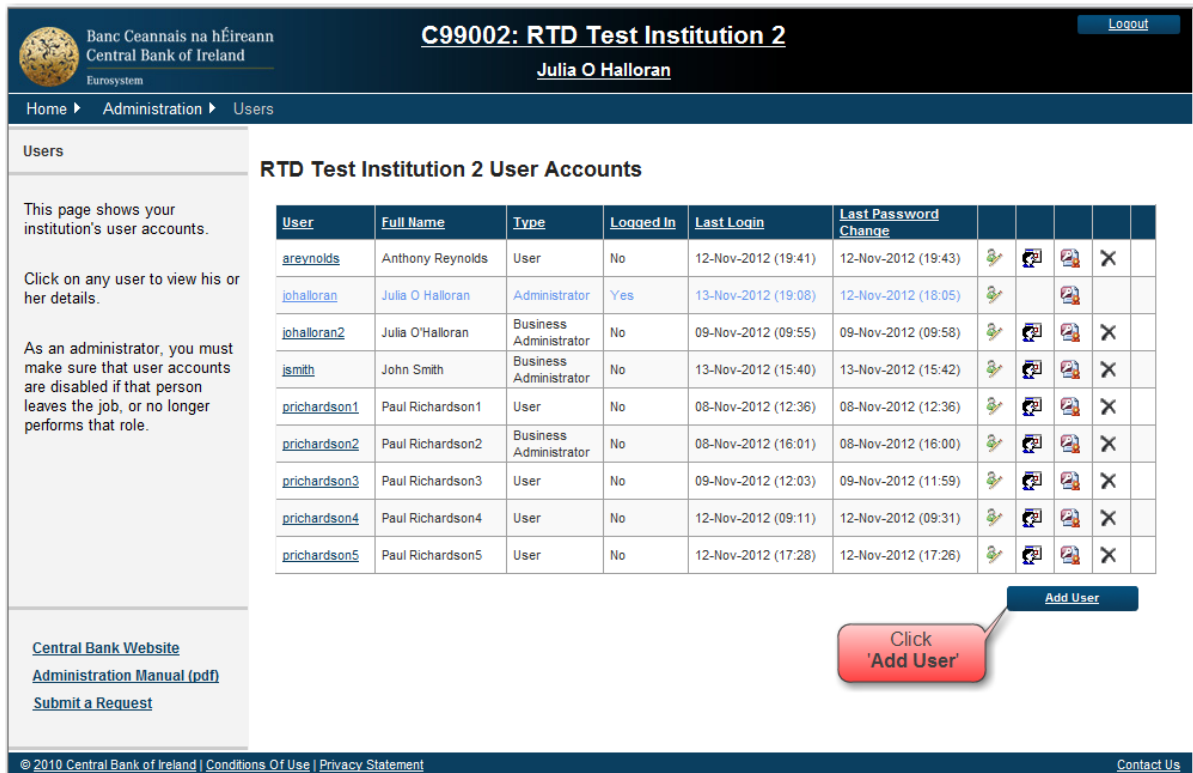
- On the Home page click '**Manage User Accounts**' as of Fig 4.1.

Fig 4.1



- The Entity's *User Accounts* page appears. The entities Firm/System Administrator Account appears in blue. Click the '**Add User**' button on the bottom right hand side of page. (Figure 4.2)

Fig 4.2



C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Administration ▸ Users

RTD Test Institution 2 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change					
areynolds	Anthony Reynolds	User	No	12-Nov-2012 (19:41)	12-Nov-2012 (19:43)					
johalloran	Julia O Halloran	Administrator	Yes	13-Nov-2012 (19:08)	12-Nov-2012 (18:05)					
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)					
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)					
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)					
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)					
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)					
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)					
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)					

[Add User](#)

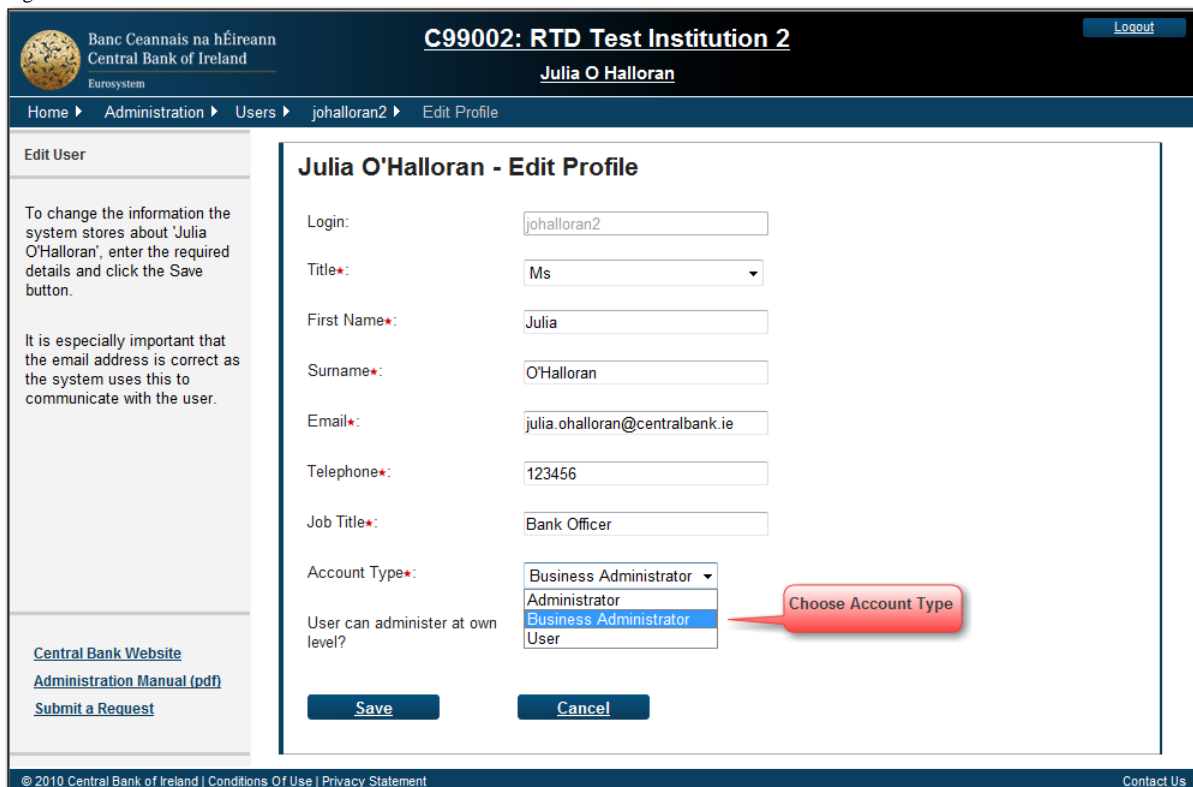
Click 'Add User'

Central Bank Website
Administration Manual (pdf)
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Contact Us

Fig 4.3



C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Administration ▸ Users ▸ johalloran2 ▸ Edit Profile

Julia O'Halloran - Edit Profile

Login:

Title*:

First Name*:

Surname*:

Email*:

Telephone*:

Job Title*:

Account Type*:

User can administer at own level? ☐

[Save](#) [Cancel](#)

Choose Account Type

Central Bank Website
Administration Manual (pdf)
Submit a Request

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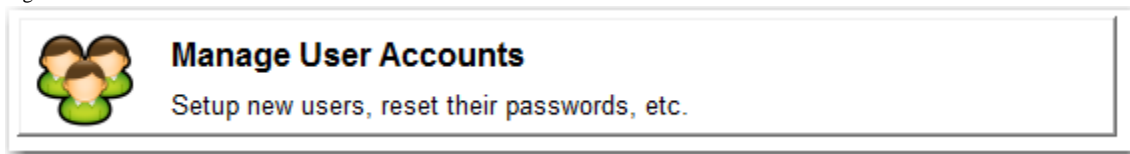
Contact Us

- Assign the new user an Account Type.(Section 2.3 refers)
- On the *Add User* page fill in the fields marked with an asterix, as these are mandatory fields.
- Notify the User of their new password. Please refer them to the Section 2.4.1 '*Logging in for the first time*' where they will be prompted to reset their password and complete Secret Questions.

4.3 Edit User Access

- On the *Home Page* click '**Manage User Accounts**'.(Fig 4.4)

Fig 4.4




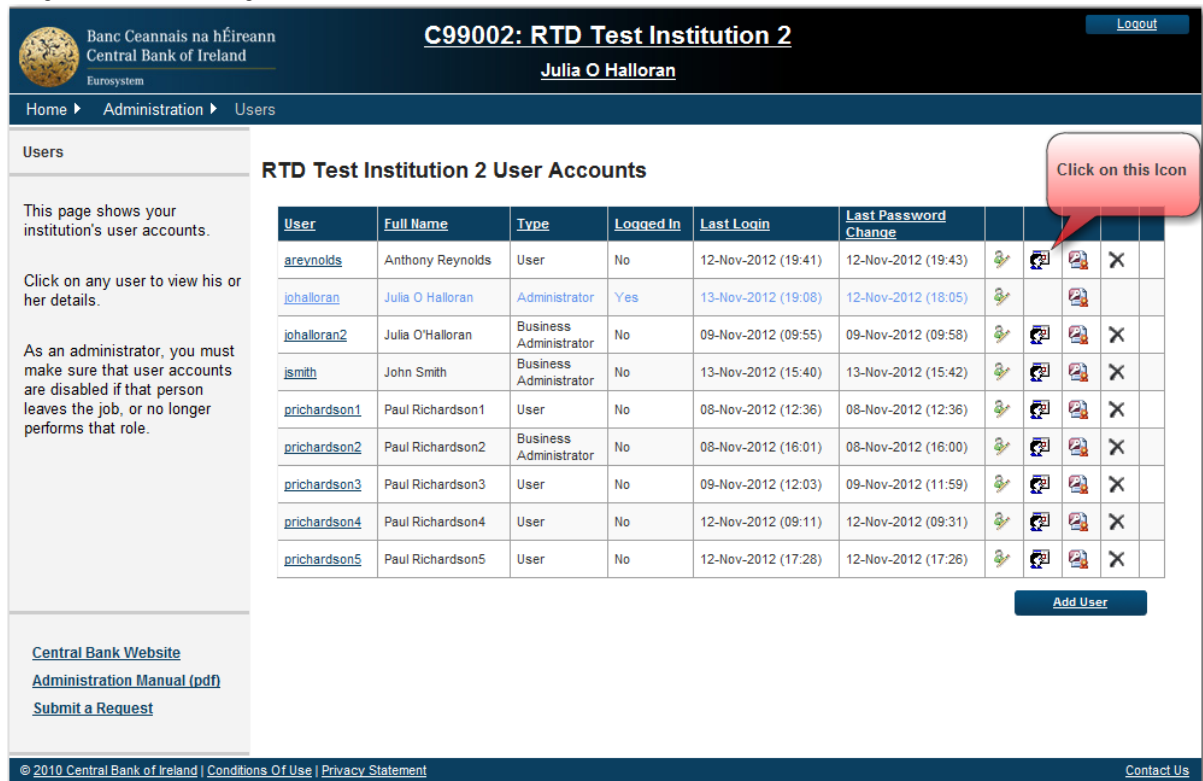
- On the *User Account* page click on this symbol  opposite the user's name. (Fig 4.5 refers)

Fig 4.5 User Accounts Page



C99002: RTD Test Institution 2
Julia O Halloran

Home Administration Users

Users

This page shows your institution's user accounts.

Click on any user to view his or her details.

As an administrator, you must make sure that user accounts are disabled if that person leaves the job, or no longer performs that role.

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[Administration Manual \(pdf\)](#)
[Submit a Request](#)

RTD Test Institution 2 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
areynolds	Anthony Reynolds	User	No	12-Nov-2012 (19:41)	12-Nov-2012 (19:43)				
johalloran	Julia O Halloran	Administrator	Yes	13-Nov-2012 (19:08)	12-Nov-2012 (18:05)				
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)				
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)				
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)				
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)				
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)				
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)				
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)				

[Add User](#)

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- On the *Edit Access* page, Figure 4.6, click on the drop-down menu to delegate access as required per return type.

Fig 4.6 Edit Access Page

C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Administration ▸ Users ▸ jsmith ▸ Edit Access

Edit User Access

This page shows the access that 'John Smith' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

Granting 'Administrator' access to a return type allows the user to set up more users with access to that return type.

Return Type	Role
Bank Statements	(none)
Bank Statements - Quarterly Accounts	Administrator
Cover Pages (Consolidated)	Edit
Deposit Protection	Verify
FINREP Individual	View
Funding Return	(none)

Cancel Set Access

Central Bank Website
Administration Manual (pdf)
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- Figure 4.7 displays the Funds System Administrators view of the *Edit Access* page. The Funds System Administrator can assign regulatory returns to a third party here.

Fig 4.7 Funds Firm/System Administrator View of the Edit Access page

Home ▸ Administration ▸ Users ▸ ImManager2 ▸ Edit Access

Edit User Access

This page shows the access that 'Joe Bloggs' has to each return type.

For maximum security, you should only grant the minimum access that this user needs to do his or her job.

Granting 'Administrator' access to a return type allows the user to set up more users with access to that return type.

[Guidance Material](#)
[Submit a Request](#)

'Joe Bloggs' - Edit Access

Return Type	Role
Financial Derivative Instruments	Administrator
IF Annual Audited Financial Statements	(none)
IF Financial Statements - Interim Return	Administrator
IF Sub-Fund Profile	Edit
Key Investor Information Document (KID)	View
Regulatory Report - Fund	(none)

Cancel Set Access

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4.3.1 System account type/role and access granted

- The *User Details* page in Figure 4.9 appears displaying the user's details and returns access granted to this user. Click the link in the Access column to view the user's role details.

Fig 4.8

Role	Access
Edit	Upload, Edit, View and Finalise data
Verify	View and sign off data
View	View data



If this step is not completed, the User will not have access to view any returns

Fig 4.9

[Home](#) > [Administration](#) > [Users](#) > johalloran2

View User

This page shows the information the system stores about 'Julia O'Halloran'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[Central Bank Website Administration Manual \(pdf\)](#)
[Submit a Request](#)

Julia O'Halloran - User Details

Login Name:	johalloran2
Title:	Ms
First Name:	Julia
Surname:	O'Halloran
Email:	julia.ohalloran@centralbank.ie
Telephone:	123456
Job Title:	Bank Officer
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	No
Setup By:	Julia O Halloran
Setup Date:	09-Nov-2012 (09:52)
Last Login:	09-Nov-2012 (09:55)
Last Password Change:	09-Nov-2012 (09:58)

Return Type	Access
Cover Pages (Consolidated)	Edit
Bank Statements	Administrator

[Edit Profile](#) [Edit Access](#) [Disable](#) [Reset Password](#)
[Delete User](#)

List of Return Type Access

4.4 Self Service Password Reset

- To reset your own password please complete the following steps;
 - a) Click the '**Forgot Password**' button on the left of figure 4.9 as indicated.

Fig 4.10

The screenshot shows the 'Online Reporting System' login interface. At the top, the header includes the Central Bank of Ireland logo and the text 'Banc Ceannais na hÉireann Central Bank of Ireland' and 'Eurosysteem'. The main title 'Online Reporting System' is centered in the header. On the left, a sidebar titled 'Login Instructions' provides guidance on how to log in and how to reset a password. A red button labeled 'Click Forgot Password' is positioned over the 'Forgot Password' link in the instructions. The main content area, titled 'Login to Online Reporting', contains three input fields: 'Institution Code:', 'Login Name:', and 'Password:'. Below these fields is a blue 'Login' button. At the bottom of the page, there is a footer with copyright information and links to 'Conditions Of Use' and 'Privacy Statement'.

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- b) When prompted enter your Institution Code and Login-Name and Click '**Submit**'.(Figure 4.10 refers)

Fig 4.11

Online Reporting System

Please enter your Institution Code and Login Name

Institution Code:

Login Name:

Submit

Password Reset Request Instructions

Enter the Institution Code and Login Name given to you by your administrator and click the 'Submit' button.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

[Central Bank Website](#)

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- c) Once the Central Bank receives the request, an email is sent to your registered email address (Fig 4.12 refers). Please check your inbox and click on the link provided. If no mail is received please contact your Firm/System Administrator. Please note that for security purposes this link will expire in 60 minutes.

Fig 4.12

Dear Sir/Madam,

To proceed to the next step in the process of resetting your password please open this address in your browser:
<https://test.onlinereporting.cbfsai.ie/SelfServicePasswordReset?token=ae75340e-95cc-48aa-b42f-230701742037>

Details of your account:
 Institution Code: C99002
 Login Name: johalloran

Regards,
 Central Bank of Ireland

- d) You will then be prompted to provide the correct answers to your secret questions. Once done, click '**Submit**'. (Fig 4.13 refers) Please contact the Central Bank if you do not remember the correct answers.

Fig 4.13

The screenshot shows the 'Online Reporting System' interface for the Central Bank of Ireland. The page is titled 'Self Service Password Reset Confirmation'. It instructs the user to provide correct answers to two secret questions before entering a new password. The questions are: 'What is your mother's maiden name?' and 'What is the name of your hometown newspaper?'. Each question has an 'Answer:' label and a text input field. A 'Submit' button is located below the second question. On the left side, there is a sidebar with the title 'Self Service Password Reset' and instructions: 'You must answer the 2 questions opposite correctly for the new password to be accepted.' and 'If you do not know the answers to the 2 questions, then you must contact your firm administrator for further assistance.' At the bottom of the sidebar is a link to the 'Central Bank Website'. The footer contains copyright information: '© 2010 Central Bank of Ireland | Conditions Of Use | Privacy Statement' and a 'Contact Us' link.

Online Reporting System

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Self Service Password Reset

You must answer the 2 questions opposite correctly for the new password to be accepted.

If you do not know the answers to the 2 questions, then you must contact your firm administrator for further assistance.

[Central Bank Website](#)

Self Service Password Reset Confirmation

You must provide the correct answers as stored on the system for the 2 secret questions below before entering your new password.

What is your mother's maiden name?
Answer:

What is the name of your hometown newspaper?
Answer:

Submit

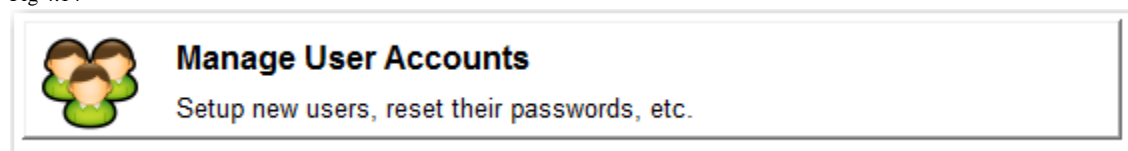
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- e) Enter a new password click **Change**. You will have successfully changed your password.

4.5 Reset a Password for another Users Account

- On the Home Page (Fig 4) click '**Manage User Accounts**'.

Fig 4.14




- The **User Accounts** page appears. Click the **Reset User Password** icon  to the right of the name of the user whose password you wish to reset. (Fig 4.3)

Fig 4.15

RTD Test Institution 2 User Accounts

User	Full Name	Type	Logged In	Last Login	Last Password Change				
areynolds	Anthony Reynolds	User	No	07-Nov-2012 (17:00)	07-Nov-2012 (17:02)				
johalloran	Julia O'Halloran	Administrator	Yes	12-Nov-2012 (19:00)	12-Nov-2012 (18:05)				
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)				
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)				
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)				
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)				
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)				
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)				

[Add User](#)

- The **Reset Password** confirmation screen appears. (Fig 4.16) Enter and confirm the new password and click **Reset** (or click **Cancel** to return to the previous screen without changing the password).

Fig 4.16

Reset Password

You can reset someone's password if they forget what it is.

They will need to change this password as soon as they log in to the system again.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Reset Password For 'Anthony Reynolds'

Enter New Password:

Confirm New Password:

[What is a strong password?](#)

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- Once a User's password is reset, he/she will be sent a verification code. This verification code will be sent to the email address provided in 'My Profile'. (Fig 4.16)
- *Please note where a firm/ system administrator resets a password for a user; they are reminded that in the event that the user is using a shared mailbox, then passwords should not be communicated via email.*

Fig 4.17



- When the user next logs into the Online Reporting System, he will be prompted to enter the temporary password as set by the Firm/System Administrator. Then enter and confirm a new password of choice. The user will enter his verification code and then click **Change**.(fig 4.18 refers)

Fig 4.18

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C99002: RTD Test Institution 2 [Logout](#)

Anthony Reynolds

Home > Administration > ChangePasswordAfterReset

Change Password After Reset

You should change your password regularly to ensure that it remains secret.

Your password should be kept secret at all times - it should never be written down or disclosed to anyone else.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Change Your Password

To change your password, enter your new password in the first two text boxes and your verification code in the third text box.

Enter New Password*:

Confirm New Password*:

Enter Verification Code*:

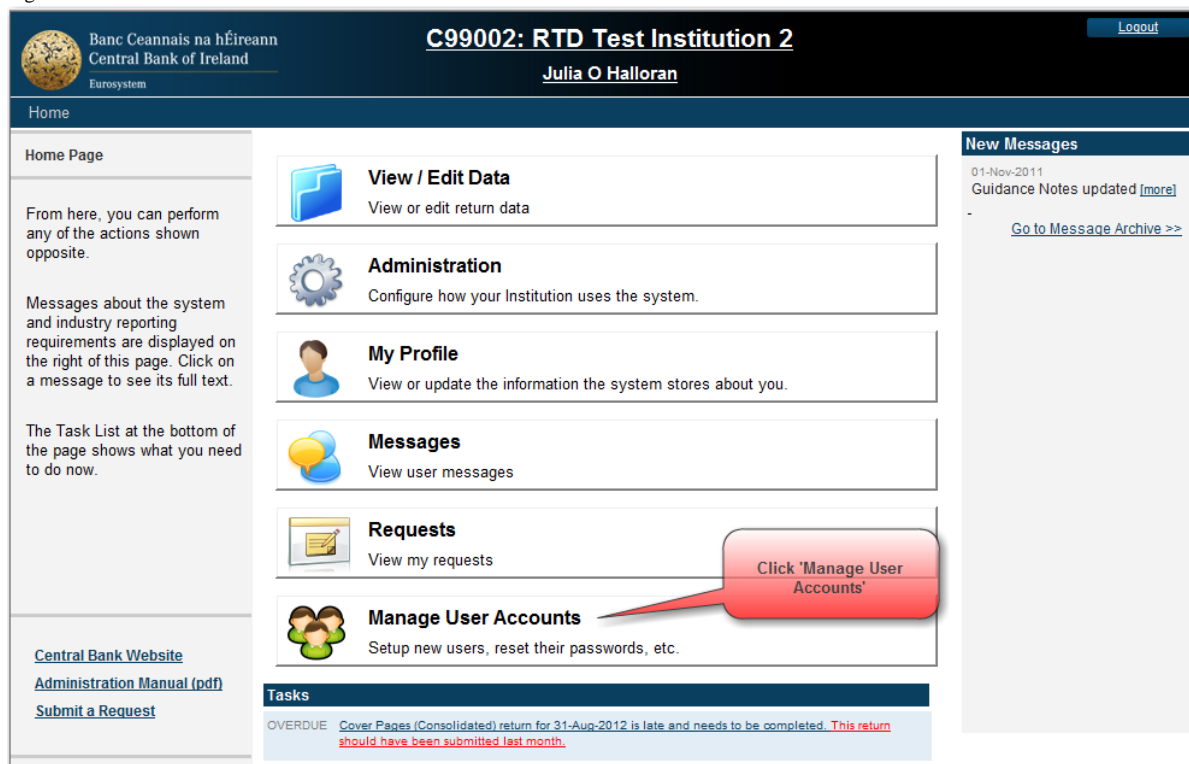
[What is a strong password?](#)

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4.6 Disable/Enable a User's Account

- This function should be used where a user no longer works in a firm or might be on temporary leave. The responsibility to maintain proper records of active users lies with the Firm/System Administrator.
- Click Manage User Accounts.(Fig 4.1 refers)

Fig 4.19



- Then click the user's name.

Fig 4.20

Click on the User's name									
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)				

- Click on the 'Disable' button.

Fig 4.21

The screenshot displays the 'View User' interface for a user named Paul Richardson. The breadcrumb trail at the top indicates the path: Home > Administration > Users > prichardson. The left sidebar contains a 'View User' section with explanatory text and links for 'Guidance Material' and 'Submit a Request'. The main content area, titled 'Paul Richardson - User Details', lists various user attributes in a two-column format. At the bottom of this area are four buttons: 'Edit Profile', 'Disable', 'Reset Password', and 'Delete User'. The footer contains copyright information for the Central Bank of Ireland and a 'Contact Us' link.

Paul Richardson - User Details	
Login Name:	prichardson
Title:	Mr
First Name:	Paul
Surname:	Richardson
Email:	paul.richardson@centralbank.ie
Telephone:	0123
Job Title:	xxx
Account Status:	Enabled
User Type:	Administrator
User can administer at own level?	No
Setup By:	Paul Richardson
Setup Date:	14-Sep-2012 (10:43)
Last Login:	23-Nov-2012 (10:58)
Last Password Change:	23-Nov-2012 (10:58)

[Edit Profile](#) [Disable](#) [Reset Password](#) [Delete User](#)

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Fig 4.22

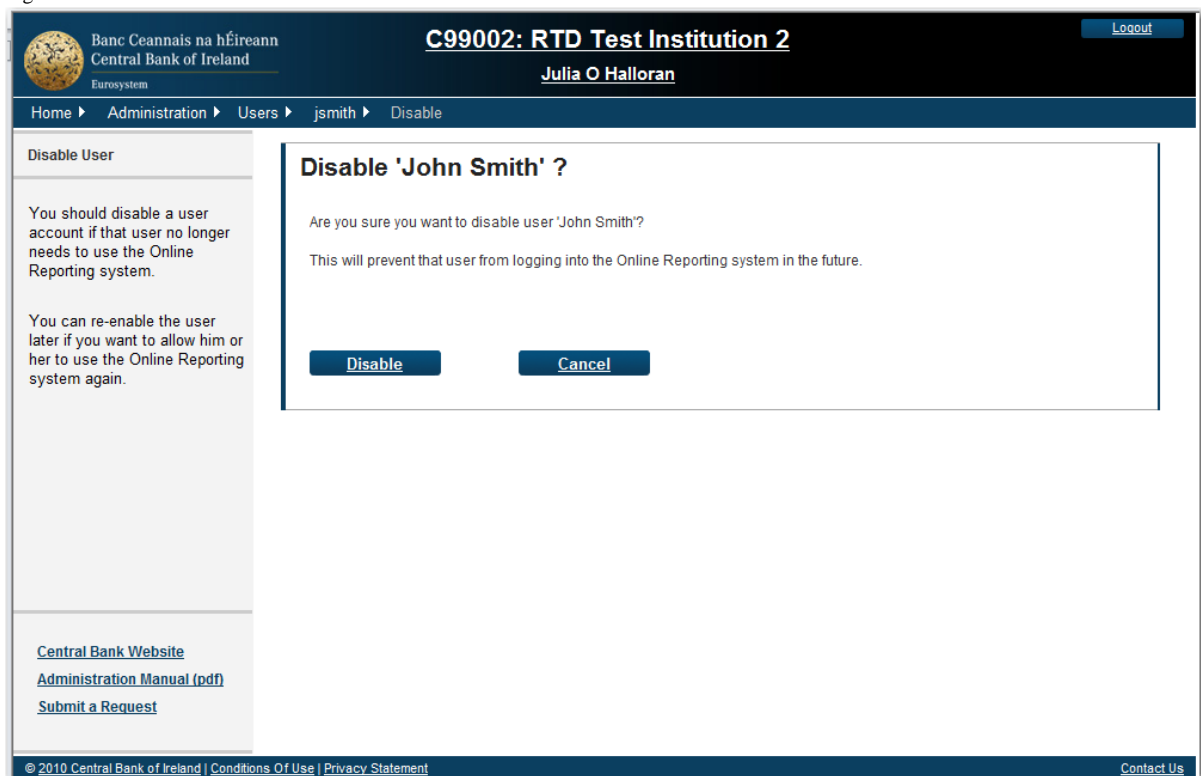


Fig 4.23

View User

This page shows the information the system stores about 'John Smith'.

You can change the information by clicking on the 'Edit Profile' button.

It is especially important to make sure the email address is correct as the system uses this to communicate with that user.

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

John Smith - User Details

Login Name:	jsmith
Title:	Mr
First Name:	John
Surname:	Smith
Email:	julia.ohalloran@centralbank.ie
Telephone:	123
Job Title:	Bank Officer
Account Status:	Enabled
User Type:	Business Administrator
User can administer at own level?	No
Setup By:	Julia O Halloran
Setup Date:	13-Nov-2012 (15:39)
Last Login:	13-Nov-2012 (15:40)
Last Password Change:	13-Nov-2012 (15:42)


































Return Type	Access
Deposit Protection	Edit
FINREP Individual	View

[Edit Profile](#)
[Edit Access](#)
[Disable](#)
[Reset Password](#)

[Delete User](#)

- The *User Details* screen is displayed, showing an *Account Status* of **Disabled**.
- Click the **Enable** button to re-activate the users account.
- On the users account page Figure 4.24, the disabled user will be shaded in grey

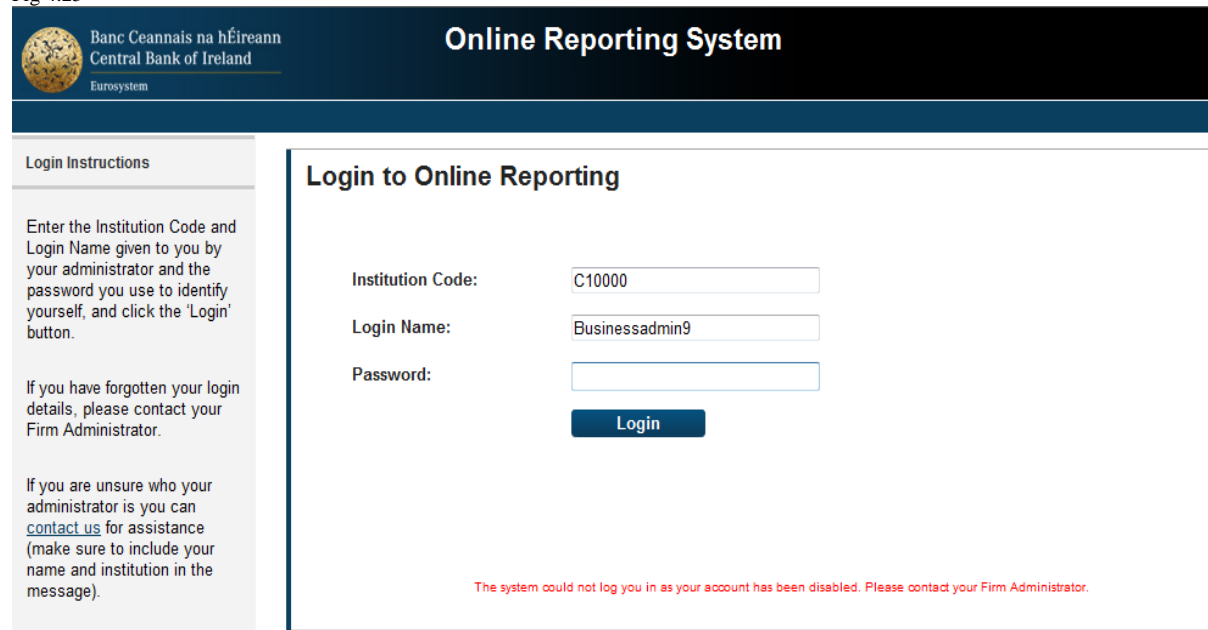
Fig 4.24

User	Full Name	Type	Logged In	Last Login	Last Password Change					
areynolds	Anthony Reynolds	User	No	12-Nov-2012 (19:41)	12-Nov-2012 (19:43)					
johalloran	Julia O Halloran	Administrator	Yes	14-Nov-2012 (15:59)	12-Nov-2012 (18:05)					
johalloran2	Julia O'Halloran	Business Administrator	No	09-Nov-2012 (09:55)	09-Nov-2012 (09:58)					
jsmith	John Smith	Business Administrator	No	13-Nov-2012 (15:40)	13-Nov-2012 (15:42)					
prichardson1	Paul Richardson1	User	No	08-Nov-2012 (12:36)	08-Nov-2012 (12:36)					
prichardson2	Paul Richardson2	Business Administrator	No	08-Nov-2012 (16:01)	08-Nov-2012 (16:00)					
prichardson3	Paul Richardson3	User	No	09-Nov-2012 (12:03)	09-Nov-2012 (11:59)					
prichardson4	Paul Richardson4	User	No	12-Nov-2012 (09:11)	12-Nov-2012 (09:31)					
prichardson5	Paul Richardson5	User	No	12-Nov-2012 (17:28)	12-Nov-2012 (17:26)					

[Add User](#)

- Refer to Figure 4.20 above on how to 'Delete' a user.
- When a disabled user next logs in, a message will be displayed on their **Login** screen, stating that the account has been disabled and advising the user to contact their **Firm/System Administrator**.(Fig 4.25)

Fig 4.25



Online Reporting System

Login Instructions

Enter the Institution Code and Login Name given to you by your administrator and the password you use to identify yourself, and click the 'Login' button.

If you have forgotten your login details, please contact your Firm Administrator.

If you are unsure who your administrator is you can [contact us](#) for assistance (make sure to include your name and institution in the message).

Login to Online Reporting

Institution Code:

Login Name:

Password:

Login

The system could not log you in as your account has been disabled. Please contact your Firm Administrator.

5 Submit a Request

5.1 Submit a Request: General Queries

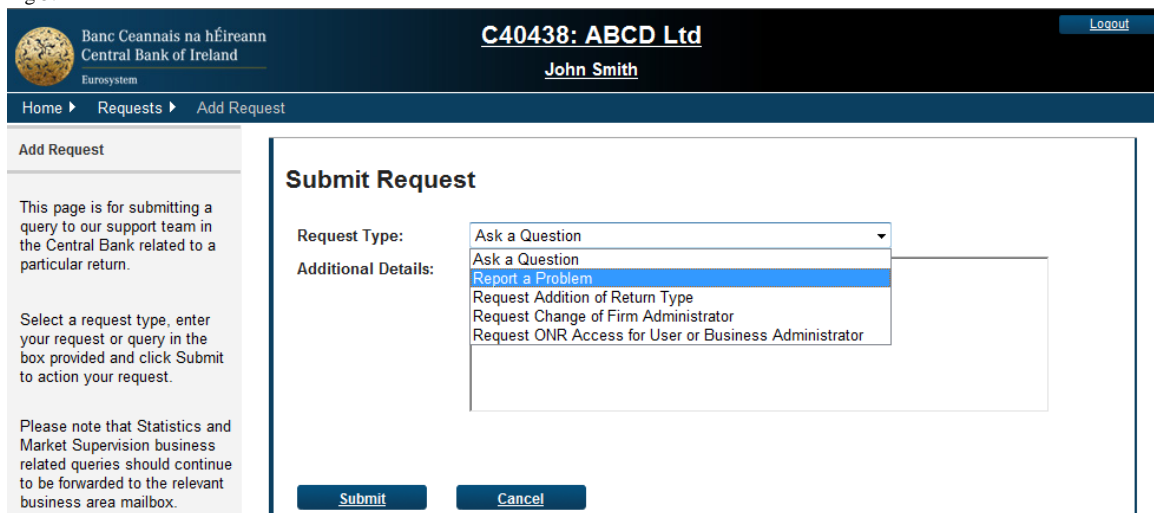
- a) Queries must be submitted through the ONR using the Submit Request function.
On the Home Page Click the **Submit a Request** link in the bottom left hand corner.

Fig 5



- b) Select the type of query you wish to request from the dropdown list. Provide further information in the **Additional Details** textbox if appropriate. (Fig 5.1)

Fig 5.1



- c) The Submit Request screen will appear on the ONR with a reference code (Fig 5.2)
Your *Request* will then be processed.

Fig 5.2

The screenshot shows the 'Submit Request' screen of the Online Reporting System. The header includes the Central Bank of Ireland logo and name in Irish and English, the user's reference code 'C40438: ABCD Ltd', and the user's name 'John Smith'. A 'Logout' button is in the top right. The breadcrumb trail shows 'Home > Requests > Add Request'. On the left, there is a sidebar with the title 'Add Request' and instructions: 'This page is for submitting a query to our support team in the Central Bank related to a particular return.' It also says 'Select a request type, enter your request or query in the box provided and click Submit to action your request.' A note at the bottom of the sidebar states: 'Please note that Statistics and Market Supervision business related queries should continue to be forwarded to the relevant business area mailbox. See 'Contact Us' page for applicable mailbox details.' The main content area is titled 'Submit Request' and contains the message: 'Your request has been submitted. Your request reference code is: CBI0000091. You will also receive an email confirmation shortly.' At the bottom of the main content area are two buttons: 'My Requests' and 'Previous Page'.

- d) You will also receive a notification email with the request reference code to confirm that your query has been submitted. (Fig 5.3)

Fig 5.3

The screenshot shows an email notification from the Central Bank of Ireland. The header information is: 'From: donotreply@centralbank.ie', 'Sent: Thu 25/10/12 12:45', and 'Subject: Online Reporting Request CBI0000091'. The body of the email starts with 'Dear Sir/Madam,' followed by the message: 'Your request has been submitted successfully, and registered with the following reference code: CBI0000091. A member of our team will deal with this request and revert in due course.' It ends with 'Regards, Central Bank of Ireland'. At the bottom, there is a link: 'See more about: donotreply@centralbank.ie.' and two small profile icons.

Submit a Request: Change of Firm /System Administrator

- This is an almost identical process to the submission of general queries in Section 5.1. For Firm/System Administrator Changes please select **Request Change of Firm Administrator** from the drop down menu in step (b) and click **Submit**. (Fig 5.4)

Fig 5.4

Submit Request

Request Type:

Additional Details:

Ask a Question
Ask a Question
Report a Problem
Request Addition of Return Type
Request Change of Firm Administrator
Request ONR Access for User or Business Administrator

[Submit](#) [Cancel](#)

- As is the case with general queries, (Fig 5.2) a request reference code will be displayed to signify that a request has been submitted. Your *Request* will be processed. You will then receive an email with a unique reference code like in Figure 5.3. You will be notified by email once your request is complete.

5.2 Submit a Request: Return Specific Queries

- a) To submit a Query relating to a specific return type, click *View/Edit Data* on the Home page.(Fig 5.5)

Fig 5.5



- b) Click on the specific return type that your query relates to; in this Fig 5.6, the FINREP return has been selected.

Fig 5.6



Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C40438: ABCD Ltd
John Smith

Logout

Home ▶ Data

Return Types

This page shows the types of data reported by your institution.

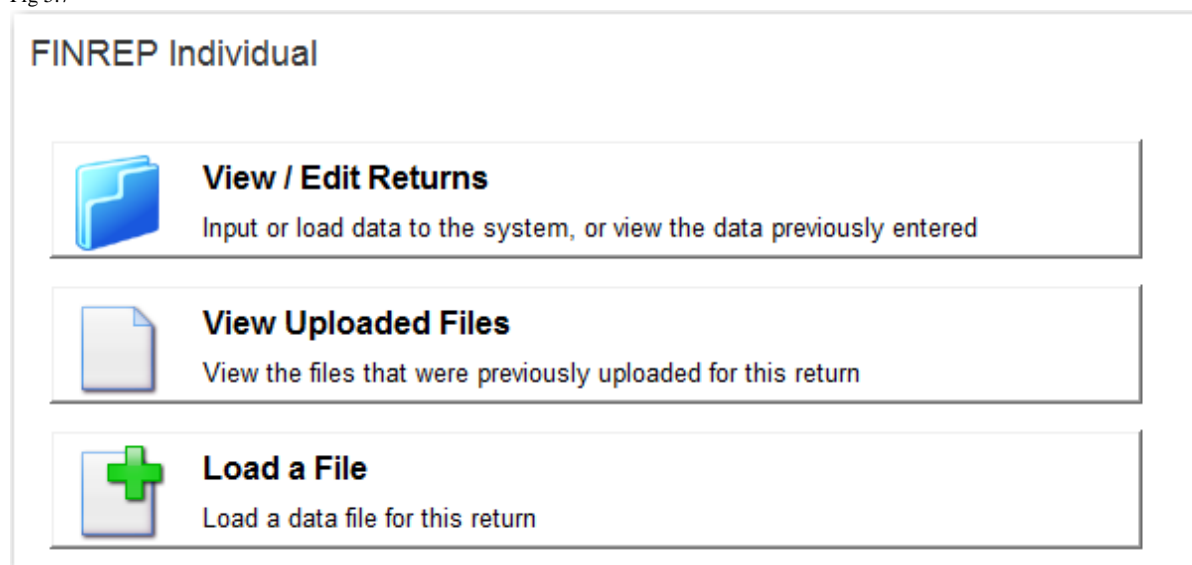
Click on a return type name to view or enter data or to upload a file

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Name	Description	
FINREP	Financial Reporting for credit institutions	
Annual Audited Accounts	Annual Audited Accounts Return	
Liquidity Return	Liquidity Return	

- c) In the next window (Fig 5.7) click *View/Edit Returns*.

Fig 5.7




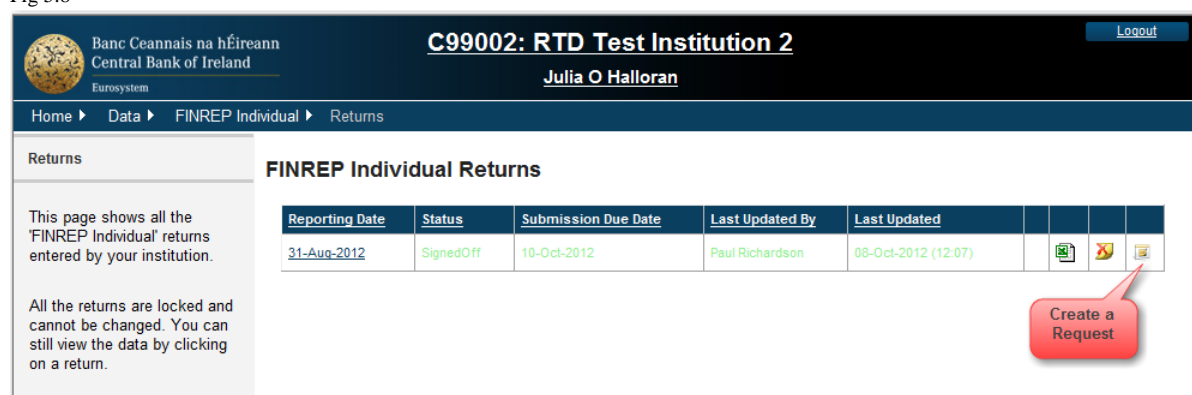
d) Click the *Create a Request* icon  as seen in Fig 5.8

Fig 5.8



e) Select the type of query you wish to report from the dropdown list. Provide further information in the **Additional Details** textbox, if appropriate. Click **Submit**. (Fig 5.9)

Fig 5.9

The screenshot displays the 'Submit Return Specific Request' form within the Online Reporting System. The header shows the Central Bank of Ireland logo and the user's session information: 'C40438: ABCD Ltd' and 'John Smith'. A navigation bar includes links for Home, Data, FINREP, Returns, and a date filter for 31-Aug-2012. The left sidebar contains a 'Return Request' section with instructions and links to the Central Bank Website, Administration Manual, and a 'Submit a Request' button. The main form area is titled 'Submit Return Specific Request' and contains the following fields:

- Return Type:** FINREP Individual
- Reporting Date:** 31-Aug-2012
- Revision:** 1
- Request Type:** A dropdown menu with options: 'Ask a Question' (selected), 'Report a Problem', 'Request Amendment of Return Reporting/Due Date', and 'Request Removal of Return Type'.
- Additional Details:** A text area for providing further information.

At the bottom of the form are 'Submit' and 'Cancel' buttons. The footer of the page includes copyright information for 2010 and links to the Central Bank of Ireland's Conditions of Use and Privacy Statement.

- f) Your *Request* will then be submitted to the Central Bank and the ONR will issue a request reference code as set out in the general queries section along with an email (Fig 5.3) and notification that your request has been completed.

5.3 Submit a Request: Unlock a Return

- On the Home page, select **View/Edit Data**.
- From the list of returns displayed select the return that you require to have unlocked.
- You will then be prompted to select **View/Edit Returns**. Select the **Create a Request** icon as shown in Fig 5.10.

Fig 5.10

Inspection Documentation Returns

Reporting Date	Status	Submission Due Date	Last Updated By	Last Updated					
12-Nov-2012	Finalised	10-Dec-2012	John Smith	13-Nov-2012 (09:56)					

Create a Request

[Add Return](#)

Fig 5.11

Submit Return Specific Request

Return Type: 06. Annual Return

Reporting Date: 31-Aug-2012

Revision: 1

Request Type: Ask a Question

Additional Details:

- Ask a Question
- Report a Problem
- Request Amendment of Return Reporting/Due Date
- Request an Unlock**
- Request Removal of Return Type

[Submit](#) [Cancel](#)

- Select the **Request an Unlock** option from the drop down menu in Fig 5.11

- You will be prompted to select an **Unlock Reason** from the second drop-down menu. Provide details as to the reason for the unlock request including the fields which may change and select **Submit**.(Fig 5.12)

Fig 5.12

Return Request

This page is for submitting a query to our support team in the Central bank related to a particular return.

Select a request type, enter your request or query in the box provided and click Submit to action your request.

As you have access to sign-off this return you also have the option to 'Request an Unlock'. On selecting this option you will be asked to select a reason for this unlock.

[View Guidance Notes \(pdf\)](#)
[View User Manual \(pdf\)](#)
[Frequently Asked Questions \(FAQ\) \(pdf\)](#)

Submit Return Specific Request

Return Type: 06. Annual Return
 Reporting Date: 31-Aug-2012
 Revision: 1
 Request Type: Request an Unlock
 Unlock Reason: Accounts audited subsequent to return-sign off
 Have you consulted with the CBI: Keying Error
 Additional Details: Please unlock this return

Submit **Cancel**

Fig 5.13

Return Request

This page is for submitting a query to our support team in the Central bank related to a particular return.

Select a request type, enter your request or query in the box provided and click Submit to action your request.

Submit Return Specific Request

Your request has been submitted.
 Your request reference code is: CBI0000143
 You will also receive an email confirmation shortly.

My Requests **Back to Returns**

- Figure 5.13 is the screen that appears once a request is successfully submitted. It contains a unique request reference code. Select the **My Requests** button to see the tasks outstanding as detailed in Figure 5.14

Fig 5.14

My Requests

Reference	Type	Status	Date
CBI0000036	Report a Problem	Closed	11-Oct-2012
CBI0000038	Request an Unlock	Closed	11-Oct-2012
CBI0000046	Request Addition of Return Type	Closed	11-Oct-2012
CBI0000143	Request an Unlock	Open	16-Nov-2012

[Submit a Request](#)

Request just submitted can be seen on the task list

5.4 My Requests

- To see a full list of your queries, click *Requests* on the homepage. (Fig 5.15)

Fig 5.15

Requests

[View my requests](#)

- All *Requests* submitted by the *User* will appear with their current *Status*. (Fig 5.16)

Fig 5.16

My Requests

Reference	Type	Status	Date
CBI0000003	Request an Unlock	Closed	02-Oct-2012
CBI0000034	Ask a Question	Closed	11-Oct-2012
CBI0000090	Request an Unlock	Open	24-Oct-2012
CBI0000091	Request Addition of Return Type	Open	25-Oct-2012
CBI0000092	Request Amendment of Return Reporting/Due Date	Open	25-Oct-2012

[Submit a Request](#)

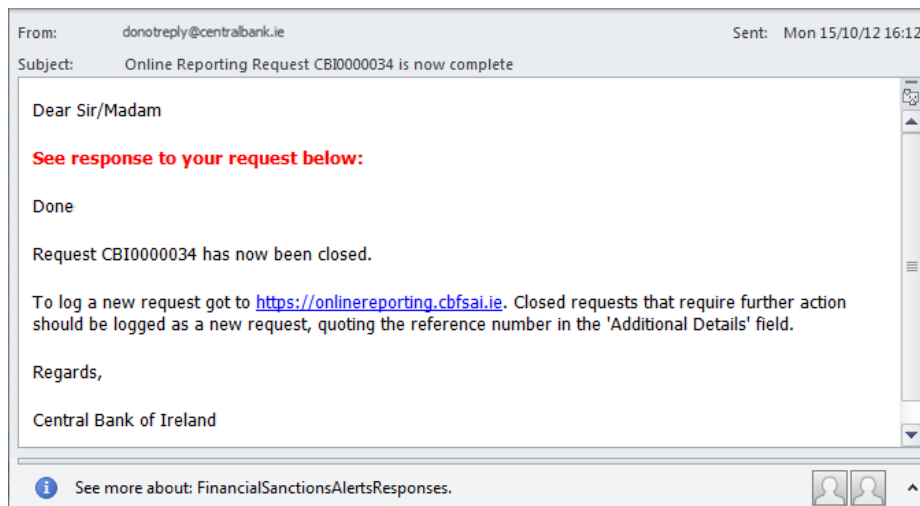
Central Bank Website
Administration Manual (pdf)
[Submit a Request](#)

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5.5 Closing of Requests

- When a request has been completed or query answered the person who asks the question will receive an automated email to notify them that the matter has been dealt with. (Fig 5.17)

Fig 5.17



6 Returns Management: Reminders/Acknowledgments

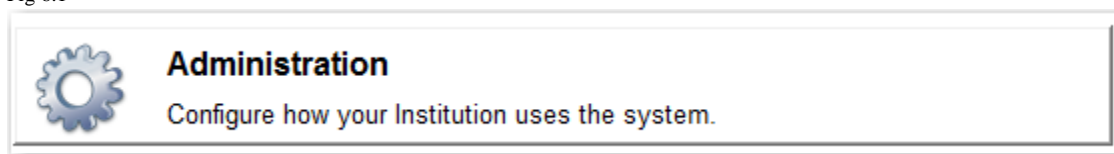
6.1 Institution Reminders/Acknowledgements: Overview

Institutions may set the pre-filing and post-filing reminders they receive from the Central Bank as they relate both to the Entity as a whole and for each return type. Please note that you cannot control non-filing reminders. The Entity can decide whether they would like to receive acknowledgments following submission. Further please note Funds do not have pre filing reminders.

6.2 Institution Reminders/Acknowledgements: Process per Institution

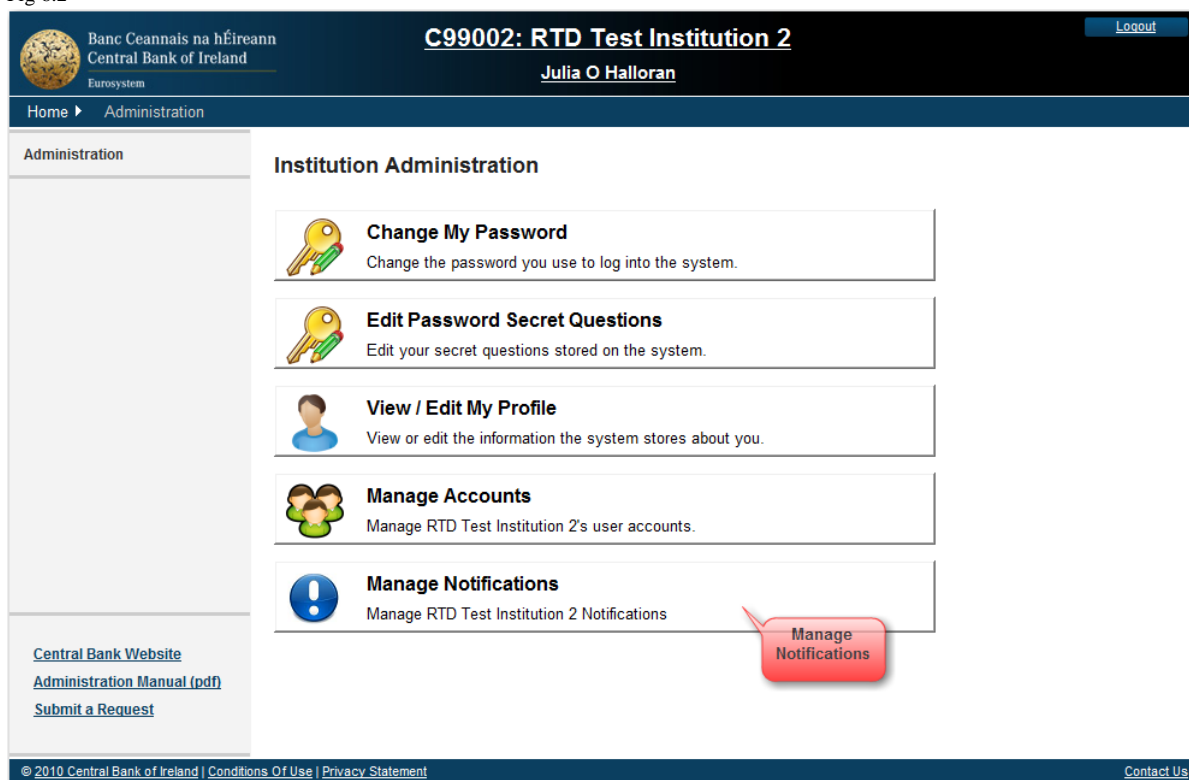
- On the Home page, select **Administration**. (Fig 6.1)

Fig 6.1



- On the Administration Page in Fig 6.2 select **Manage Notifications**.

Fig 6.2



- Select the **Set Institution Notification Preferences** option (Fig 6.4) allows the user to determine the frequency of notifications for the entity as a whole, while the return type notification preference option enables the user to customise reminders for each return type.

Fig 6.3

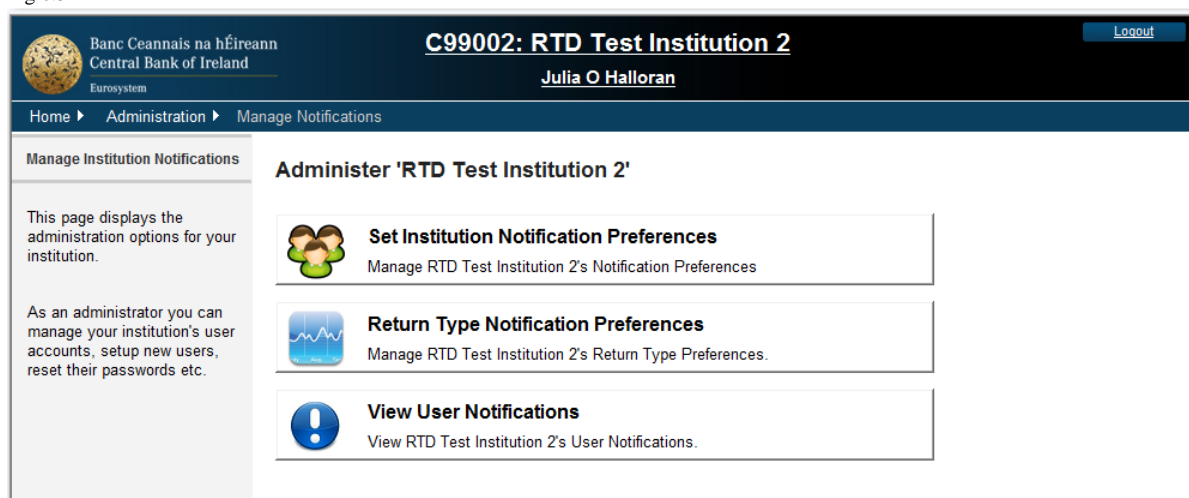
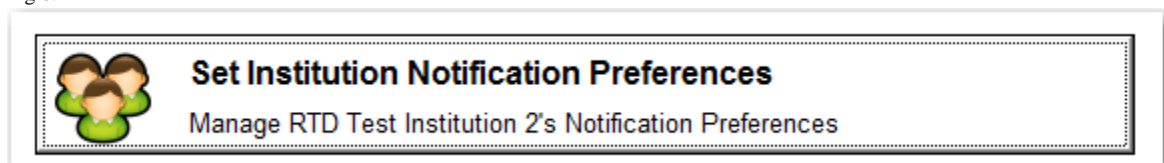


Fig 6.4



As can be seen in Figure 6.5, Check and uncheck the box(es) on the right hand side to select particular reminders and click **Save**.

- Pre-filing reminders
- Non-filing reminders
- Return acknowledgements

Fig 6.5

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosysteem

C99002: RTD Test Institution 2
Julia O Halloran

Home ▶ Administration ▶ Manage Notifications ▶ Institution Notification Preferences

Institution Notification Preferences

This page displays current notification settings for your firm

As a firm administrator you can switch on/off the receipt of reminders and/or acknowledgements for your firm

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[Administration Manual \(pdf\)](#)
[Submit a Request](#)

'RTD Test Institution 2' Notification Preferences

Institution Number: 99002

Institution Name: RTD Test Institution 2

Display Name: RTD Test Institution 2

Click the checkbox if your institution wishes to receive pre-filing reminder notifications: ☒

Click the checkbox if your institution wishes to receive non-filing reminder notifications: ☒

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted: ☒

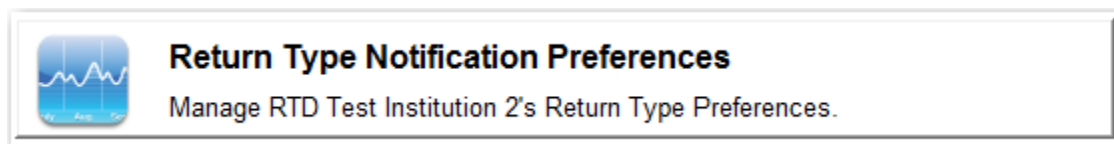
Save **Cancel**

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6.3 Institution Reminders/Acknowledgements: Process per Return Type

- To begin, select **Return Type Notification Preferences**. (Fig 6.5)

Fig 6.5




- Figure 6.6 shows the return types as submitted by your Institution. Select the blue icon  **Edit Return Type Preferences** to choose which return type, to be customised.

Fig 6.6

C99002: RTD Test Institution 2

Julia O Halloran

Home Administration Management Notifications Return Type Preferences

Return Types

This page shows the types of data reported by your firm.

Click on a return type to set notification preferences.

Banking

Name	Description		
Cover Pages (Consolidated)	Supplementary information to the COREP/FINREP (Consolidated) and various other returns		
Deposit Protection	Deposit Protection Return		
FINREP Individual	Financial Reporting designed for credit institutions that use IAS/FRS for their published financial statements		
Funding Return	Funding Return		

Investment Services - Scheduled Returns

Name	Description		
ISPS Bank Statements	Investment Services Bank Statements Return		
Bank Statements - Quarterly Accounts	Bank Statements - Quarterly Accounts		

Select 'Edit Return Type Preferences'

Central Bank Website
Administration Manual (pdf)
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- As can be seen in Figure 6.7 below, the user can manage notifications for each specific return. Checking and unchecking the box(es) according to return specific preferences. The return type 'Bank Statement' has been chosen to demonstrate

that the user can check to receive Pre and Post filing reminders and acknowledgments.

Fig 6.7

Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

C99002: RTD Test Institution 2
Julia O Halloran

Home ▸ Administration ▸ Manage Notifications ▸ Return Type Preferences ▸ ISPS Bank Statements

Institution Return Type Preferences

This page shows the preferences for 'Bank Statements' return type

As an administrator, you can set the notification preferences for each return type

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[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Edit 'Bank Statements' Notification Settings

Reporting start date: 31-Dec-2010

Reporting end date (if known):

Primary Contact: <<Institution Admin (Paul Richardson)>> [Manage Secondary Contacts](#)

Click the checkbox if your institution wishes to receive pre-filing reminder notifications: ☒

Click the checkbox if your institution wishes to receive non-filing reminder notifications: ☒

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted: ☒

[Save](#) [Cancel](#)

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- Once satisfied with settings, select **Save** and these actions will be applied to the return type.

6.4 Institution Reminders/Acknowledgements: Primary / Secondary Contacts


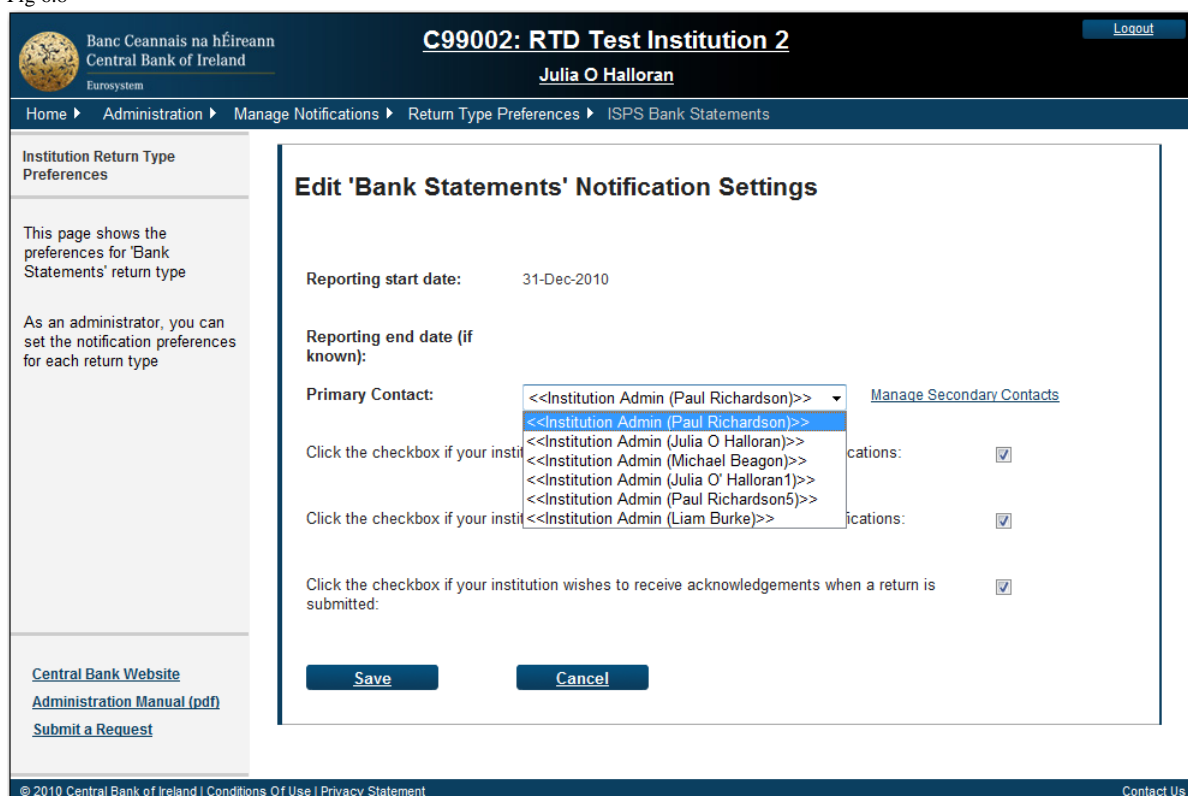
- A **Firm/System Administrator** may appoint different ONR users as a Primary Contact or Secondary Contact of a specific return.
- To begin, click the **Administration** button on the homepage as seen in Fig 6.1 above. Following that, click **Manage Notifications** as per Fig 6.2. Then click **Return Type Notification Preferences** as seen in Fig 6.3 above and 6.5 above.
- Fig 6.6 shows the types of data reported by your Institution. Select the blue icon  **Edit Return Type Preferences** alongside the requisite return type.
- A Primary contact must be a Business Administrator for that return type. See Figure 6.8 below.

Fig 6.8



C99002: RTD Test Institution 2
Julia O Halloran

Home ▶ Administration ▶ Manage Notifications ▶ Return Type Preferences ▶ ISPS Bank Statements

Institution Return Type Preferences

This page shows the preferences for 'Bank Statements' return type

As an administrator, you can set the notification preferences for each return type

[Central Bank Website](#)
[Administration Manual \(pdf\)](#)
[Submit a Request](#)

Edit 'Bank Statements' Notification Settings

Reporting start date: 31-Dec-2010

Reporting end date (if known):

Primary Contact: <<Institution Admin (Paul Richardson)>> Manage Secondary Contacts

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted: ☒

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted: ☒

Click the checkbox if your institution wishes to receive acknowledgements when a return is submitted: ☒

Save **Cancel**

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- A Secondary contact must be a User/Business Administrator with access to that return type.

- As per figure 6.8 above, select **Manage Secondary Contacts**.

Fig 6.9

C99002: RTD Test Institution 2

Julia O Halloran

Home Administration Manage Notifications Return Type Preferences Bank Statements - Quarterly Accounts Secondary Contacts

Secondary Contacts

This page shows your institutions 'Bank Statements - Quarterly Accounts' secondary contacts.

To add or remove secondary contacts use the buttons provided.

RTD Test Institution 2 Return Type Contacts

User	Full Name	User Type	Status	
jhalloran	Julia O Halloran	Administrator	Enabled	X

Add Contact

- Having selected **Manage Secondary Contacts**, Figure 6.9 shows the list of secondary contacts assigned to that return type. Select the **Add Contact** button to add another secondary contact where necessary.

Fig 6.10

C99002: RTD Test Institution 2

Julia O Halloran

Home Administration Manage Notifications

Manage Institution Notifications

This page displays the administration options for your institution.

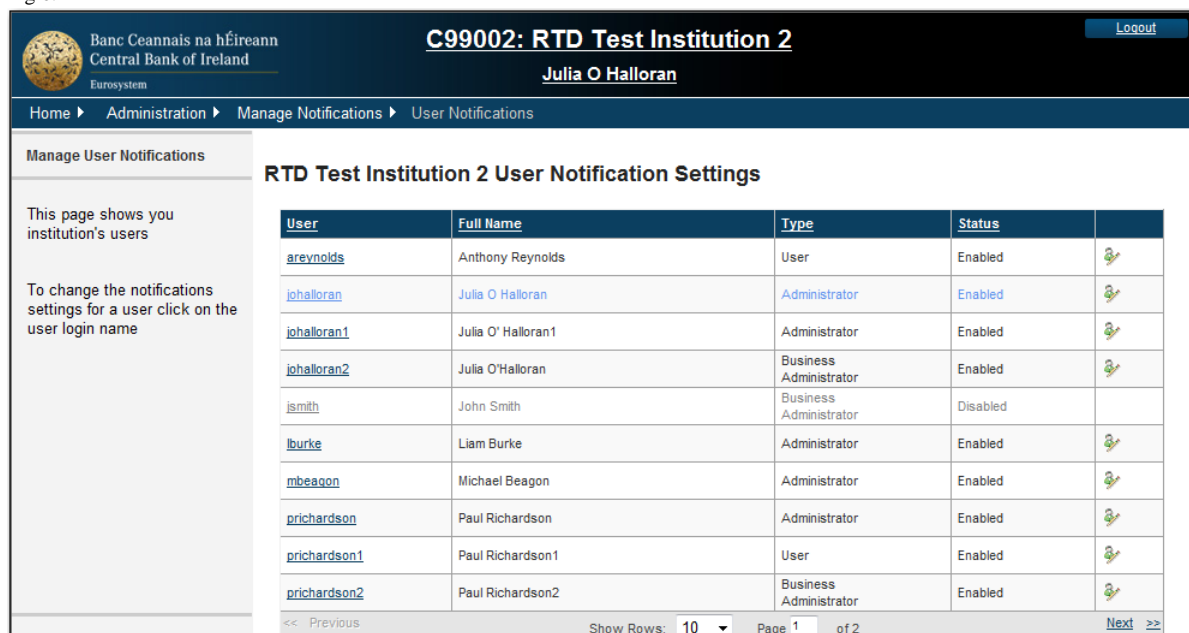
As an administrator you can manage your institution's user accounts, setup new users, reset their passwords etc.

Administer 'RTD Test Institution 2'

- Set Institution Notification Preferences**
Manage RTD Test Institution 2's Notification Preferences
- Return Type Notification Preferences**
Manage RTD Test Institution 2's Return Type Preferences.
- View User Notifications**
View RTD Test Institution 2's User Notifications.

- To view User Notifications, go to the Homepage and select **Administration**. Then click **Manage Notifications**. Further select **View User Notifications** as can be seen in Figure 6.10.
- Fig 6.11 shows the notification settings for Users. Select the users name to see whether they are set up as a contact on a specific return as can be seen in figure 6.12.

Fig 6.11

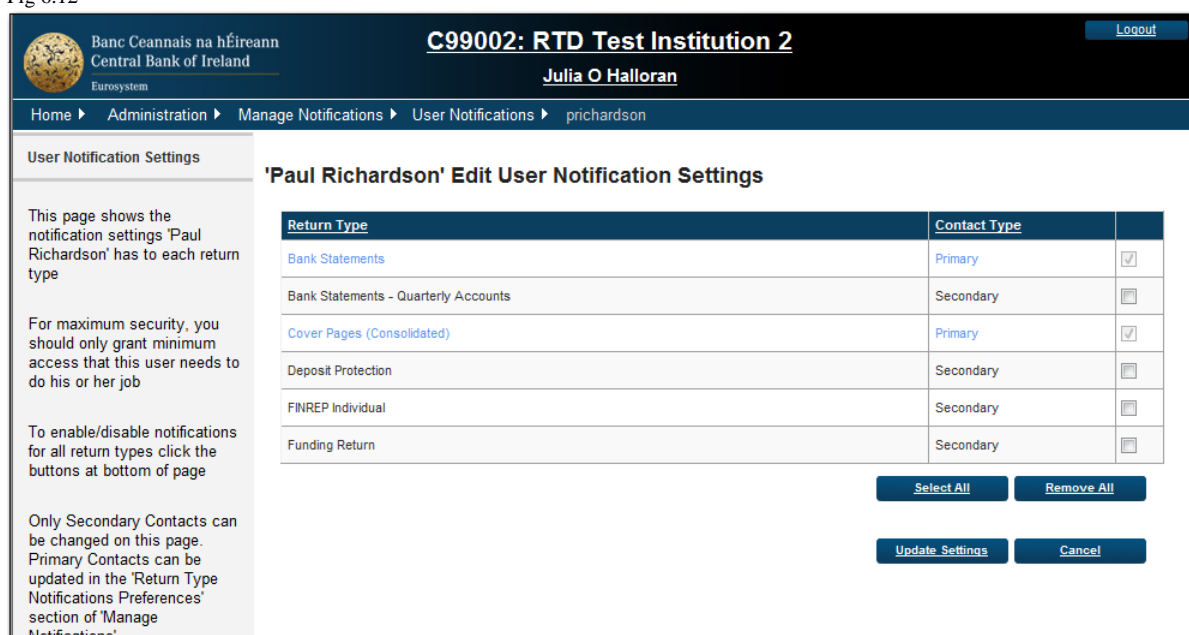


RTD Test Institution 2 User Notification Settings

User	Full Name	Type	Status	
areynolds	Anthony Reynolds	User	Enabled	
jphalloran	Julia O Halloran	Administrator	Enabled	
jphalloran1	Julia O' Halloran1	Administrator	Enabled	
jphalloran2	Julia O'Halloran	Business Administrator	Enabled	
jsmith	John Smith	Business Administrator	Disabled	
lburke	Liam Burke	Administrator	Enabled	
mbeagon	Michael Beagon	Administrator	Enabled	
prichardson	Paul Richardson	Administrator	Enabled	
prichardson1	Paul Richardson1	User	Enabled	
prichardson2	Paul Richardson2	Business Administrator	Enabled	

Navigation: << Previous | Show Rows: 10 | Page 1 of 2 | Next >>

Fig 6.12



'Paul Richardson' Edit User Notification Settings

Return Type	Contact Type	
Bank Statements	Primary	<input checked="" type="checkbox"/>
Bank Statements - Quarterly Accounts	Secondary	<input type="checkbox"/>
Cover Pages (Consolidated)	Primary	<input checked="" type="checkbox"/>
Deposit Protection	Secondary	<input type="checkbox"/>
FINREP Individual	Secondary	<input type="checkbox"/>
Funding Return	Secondary	<input type="checkbox"/>

Buttons: [Select All](#) [Remove All](#) [Update Settings](#) [Cancel](#)

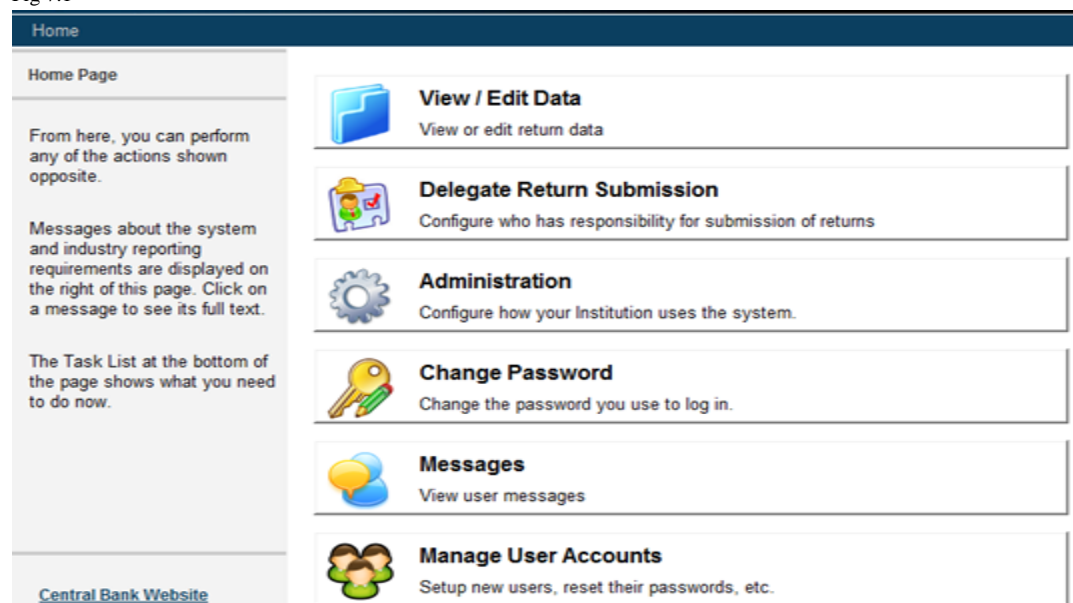
- Check and uncheck the boxes and select **Update Settings**.

7 Delegation

7.1 Delegation for Funds

- The System Administrator may delegate a fund regulatory return filing to either the funds administrator or the funds legal advisor. The delegation options are limited to these two service provider types.
- To delegate a return, the System Administrator should select Delegate Return Submission (Figure 7.1 refers)

Fig 7.1



- The System Administrator should then select the relevant regulatory return they wish to delegate. (Figure 7.2 refers)

Fig 7.2

Delegate Return Type

This page is used to Delegate the return type IF Sub-Fund Profile to a selected Service Provider

[Guidance Material](#)
[Submit a Request](#)

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Return Type Delegation

Return Type: IF Sub-Fund Profile

Start Date:

End Date:

Delegate To: C500012 - IFFS Fund Admin #1 (Administrator is)

- The System Administrator will be prompted to insert a **Start Date**. This date must be a date **before** the first reporting date of that return is being made via the ONR System. For example, if the Sub-Fund Profile has a reporting date of 30 June 2013, the Start Date must be before 30 June 2013. The End Date should be left blank unless the System Administrator is aware of the date the relationship with the fund administrator or legal advisor is terminating.
- The **Delegate To** field will be pre-populated with the names of fund administrator and fund legal advisor. These names are taken from information held on the Central Bank's records. If the name of an entity here is incorrect please contact the Central Bank immediately. Once the System Administrator selects either the fund administrator or fund legal advisor select the Save button and the return is now delegated to be filed by the entity the System Administrator has selected. (Figure 7.3 refers)

Fig 7.3

Delegate To:

IFFS Fund Admin #1 (Administrator is)

IFFS Fund Admin #1 (Administrator is)

IFFS Fund Legal Advisor # (Legal Advisor is)

- If the System Administrator wishes to assign any of the regulatory returns to a third party they should do so using the **Manage User Accounts** tab – See Section 4 of this guide.
- Please email fundsonr@centralbank.ie for further detail on Delegation of Returns

T +353 1 224 4545 www.centralbank.ie regulatorytransactions@centralbank.ie



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